

## **INDIGENOUS WOMEN'S MUSIC PROGRAM (IWMP) INDUSTRY REFERENCE GROUP**

### **Terms of Reference**

The Indigenous Women's Music Program (IWMP) Industry Reference Group is made up of a diverse group of Indigenous women from the Indigenous Music Industry. The purpose of the Reference Group is to provide advice to MusicNT on matters regarding the ongoing provision and development of Indigenous women's music development projects, currently focussing on - but not restricted to - Sista Sounds and Divas. It also plays a broader role highlighting matters of relevance to Indigenous women in music across the NT.

The Reference Group does not attempt to represent all groups of Indigenous peoples. All voting positions on the Group are appointed as individuals and not as representatives of specific organisations or artists.

The work of the Reference group is guided by the following principles:

- Recognition of the diversity of Indigenous peoples and their cultures
- Recognition of the IWMP being a set of integrated activities within a larger MusicNT program
- Recognition that the Group exists to strengthen and provide broad guidance for ongoing program development to benefit Indigenous women in music throughout the NT.

### **Objectives**

The IWMP Reference Group will meet to achieve the following objectives:

- To inform MusicNT on matters specific to Aboriginal and Torres Strait Islander women in music, focussing on NT programs and artists
- To advise the IWMP Manager and Indigenous Music Development Officer on the ongoing development of MusicNTs Indigenous Women's Music Program
- To comment on broad program planning and activities in relation to the IWMP
- To promote debate and discussion on the needs, interests and aspirations of Indigenous women and girls in music across the NT.

### **Meetings**

- The IWMP Reference Group will meet at least four times each year, with the opportunity for at least one of these meetings to be held in person. Additional meetings may be called as required.

### **Membership terms and conditions**

- The IWMP Reference Group will consist of 6 to 8 Aboriginal and/or Torres Strait Islander women plus the IWMP Manager and any female IMDOs employed by MusicNT. Staff will have non-voting positions on the Reference Group.
- Members shall not be appointed as representatives of particular peoples, organisations or artists.
- Members need to demonstrate an understanding of MusicNT's IWMP and related programs and the issues facing Indigenous women musicians and performers across the NT and tri-state regions.
- Members will be expected to participate in at least 4 meetings each year. If a member is absent for two or more consecutive meetings, the Chairperson is to approach them privately and discuss whether it is appropriate for them to remain on the Group.
- Members agree to sit on the Reference Group in a voluntary capacity (ie, not receive sitting fees).
- Members agree to operate within the policies of MusicNT, including but not limited to those regarding Code of Conduct, Confidentiality, Company Property and Workplace Health and Safety Responsibilities.

#### **Electing new members**

- Each November/December, current voting members will be asked if they wish to remain on the Reference Group for a further 12 month period.
- Where vacancies arise, written applications will be promoted broadly and called for, giving at least 2 weeks for applicants to respond. Applications are to be emailed to the IWMP Manager who will bring them to the next Reference Group meeting for consideration. Reference group members determine who they wish to appoint and the IWMP Manager notifies the MusicNT Board of this for final approval.
- The first meeting of the incoming Reference Group will occur by March the following year.
- There is no requirement to fill vacancies arising during the year unless the number of voting members is less than 5.

#### **The role of MusicNT staff at meetings**

- MusicNT staff approved to participate in the IWMP Reference Group are the Indigenous Women's Music Program Manager and the Indigenous Music Development Officer/s if they are women.

- MusicNT staff are there to provide detailed information about past, current or proposed projects related to Indigenous women's participation in music. They are there as the key personnel who will be actioning the decisions endorsed by the Reference Group.
- Should the Reference Group need to vote on any matter, MusicNT staff are not permitted to vote.

### **Meeting Quorum**

- The quorum is the minimum number of voting members (ie, excluding MusicNT staff) required for a meeting to go ahead.
- The quorum for this Reference Group is at least one half of the current number of members. IE, if there are 6 members, the quorum is 3. If there are 7 or 8 members, the quorum is 4.
- If a quorum cannot be met within 15 minutes of the meeting start date, matters may still be discussed but should be referred to the next meeting for approval. The next meeting should also be scheduled for as soon as possible.

### **Decision making processes & records**

- Wherever possible, the Reference Group is to make decisions by consensus.
- Where consensus decision making is not possible, matters are to be determined by majority vote. In the case of a tied vote, the chairperson gets a deciding vote. The chairperson is responsible for deciding when to cease trying for consensus and to call for a vote.
- MusicNT staff take minutes and email them to all members. Should a member disagree with or wish to alter the minutes, they email their changes to all members for discussion
- On occasions it may be necessary for staff (or other members) to seek advice or input from the full Reference Group about specific matters in between meetings. Examples of this include new opportunities for Indigenous women and girls, artist EOIs for particular events, shows or festivals. This may be done in person, over the phone and/or by email or an approved chat group. Any decisions made this way are to be noted in the minutes of the next scheduled meeting.
- MusicNT will maintain records of Minutes and other key correspondence.

### **Chairperson**

- The Chairperson will be a member of the Reference Group who is not employed in a substantive or ongoing role with MusicNT, and elected by the voting members of the Reference Group at their first meeting each Calendar

year.

- The Chairperson will be elected for a period of one year. The retiring Chairperson may be elected in the position again for only one further consecutive term.
- Members may nominate themselves or others for the position. Where more than one candidate is nominated, the Chairperson will be elected by secret ballot with each voting member having one vote. If required, the outgoing Chairperson will be granted a deciding vote. (NB MusicNT staff are not eligible to vote).

### **The role of the Chairperson**

- Prepare meeting agenda, with staff support
- Run meetings by making sure:
  - Everyone gets the chance to speak
  - Discussion stays on topic – or time is made to discuss any new topics which come up
  - Time frames are being kept to – or the meeting agrees to change the agenda or stay on longer
  - Any disagreements are discussed politely and with a view to resolving differences and reaching consensus
- Be the relevant staffs' (ie Program Manager, IMDO) "go to" person in between meetings.
- Take a keen interest in and have the time to get to know MusicNTs women's programs well enough to provide expert advice

### **Other support from MusicNT**

- MusicNT staff will arrange meeting venues, itineraries, travel arrangements, phone conferencing or any other requirements for meetings.
- MusicNT is responsible for travel, accommodation and meal costs associated with members and staff participating in the meetings.