



Contemporary  
Visual Arts  
Network

## Contemporary Visual Arts Network London

CVAN London is a research-led, sector support and advocacy network that represents arts professionals, art galleries, arts organisations, studios and art schools across London boroughs. As one of the nine national regions, London is the newest, born-digital network. CVAN London is agile and moves residency to connect with artist communities across the boroughs.

As we take note of current global challenges, a phase of research and development in 2022-23 will allow us to work in collaboration with creative communities across London's richly diverse and dynamic visual arts ecology and co-create our future direction.

We are proud to be working with Iniva on the anti-racist and equitable visual arts (AREVA) project, funded by Arts Council England, to support institutional and network development of anti-racist and equitable practice. Artist-lawyer Jack Tan, lead researcher of the AREVA project, has been appointed as Special Advisor to assist with this ongoing work.

## Contemporary Visual Arts Network London Steering Group

### Contents

Contemporary Visual Arts Network London Steering Group.....	1
Terms of Reference.....	1
Purpose.....	1
Terms of Membership.....	1
Steering Group Chair Responsibilities.....	2
General.....	2

## Terms of Reference

### Purpose

The Steering Group will comprise of nominated creative professionals and practitioners from CVAN London, UCL, and London's arts community to review CVAN London activity. The role of the Steering Group will be to play a steering and oversight role, with the expectation that specific collaborative discussions and engagements will progress on a regular and more frequent basis.

The group will collaborate on activities focused on what does an anti-racist, equitable and sustainable visual arts network for London look like, building upon the Anti-Racist & Equitable Visual Arts Research.



## Contemporary Visual Arts Network

The Steering Group will be grounded in mutual benefit and provide opportunities to develop the membership (organisations and artists), programme, events and co-design the long-term sustainability of the network and support the development of the next generation of arts professionals

### Terms of Membership

Members will:

- Belong to the group for the R&D pilot of the network and the following year and mutually reaffirming interest for a following two years OR appointment for a two-year service, extending to three years by mutual agreement. Membership will aim to include representation across all protected characteristics.
- Understand the goals, objectives and desired outcomes of CVAN London's R&D phase
- Represent the interests of CVAN London at events/activities
- Actively participate in meetings through attendance, discussion, and review of minutes, papers and other Steering Group documents
- Support open discussion and debate
- Prospective members can express an interest in joining by contacting the Chair to outline their interest; new members will be invited to join the Group in consultation with existing members
- Group members will meet 3 times per year, plus an inaugural meeting
- Steering Group will not normally consist of more than 15 members
- Support the group in making sensible decisions regarding network development, issues, risks and propose project changes.

### Steering Group Chair Responsibilities

The Chair (and Co-Chair) will:

- Co-produce the agenda for each meeting.
- Ensure that agendas and supporting materials are delivered to members five days advance of meetings and include Declarations of Interest.
- Make the purpose of each meeting clear to members and explain the agenda at the beginning of each meeting.
- Clarify and summarise what is happening throughout each meeting.
- Keeps the meeting moving by putting time limits on each agenda item and keeping all meetings to two hours or less.
- Encourage broad participation from members in discussion by calling on different people.
- End each meeting with a summary of decisions and assignments.
- Follow-up with consistently absent members to determine if they wish to discontinue membership.
- Find replacements for members who discontinue participation.
- Ensure the Deputy Chair presides over meetings in the Chair's absence.



## General

### Members

The table below lists membership of the Steering Group that draws upon the original network members plus invited advisors.

Name	Title	Organisation
Jo Townshend	Chair- Director	CVAN
	Co-Chair	
Jack Tan	Artist-Lawyer. Special Advisor	
Thompson Hall	Artist	
Sheryll Catto	Co-Director	Action Space
Sanaz Amidi	Chief Executive	Rosetta Arts
Kieren Reed	Artist & Slade Professor & Director	UCL Slade School of Fine Art
Lea O'Loughlin	Co-Director	ACME Studios
Nicola Freeman	Head of Curatorial & Public Engagement	Government Art Collection, DCMS
Rachael Jarvis	Director & Head Curator	Mosaic Rooms
Kirsty Ogg	Director	New Contemporaries
	<i>Policy</i>	
	<i>Finance</i>	
	<i>Marketing &amp; Comms</i>	
	<i>Legal</i>	
	<i>Expertise from another sector</i>	

### Quorum

- Half the total membership should be present for each meeting to proceed.

### Decision Making Process

- Where one or more members of those present at a meeting does not agree with an action, the Chair should ask members to vote, and the outcome will be agreed by majority vote.

### Frequency of Meetings

- The Steering Group will meet three times a year.

### Agenda, Minutes and Decision Papers

An information pack will be sent to members five business working days in advance of a Steering Group meeting. This pack will include the following:



## Contemporary Visual Arts Network

- Agenda for upcoming meeting.
- Minutes of previous meeting.
- Director's report.
- Decision papers.
- Any other documents/information to be considered at the meeting.

### Proxies

- Members of the Steering Group can send proxies to meetings. Proxies are not entitled to participate in discussion and will not be required to participate in decision-making.
- Steering Committee members will inform the Chair two working days prior to the meeting, or as soon as possible, if they intend to send a proxy to a meeting and no less than two business days before the scheduled meeting.

### Administration Support

- Administrative support will include taking minutes at meetings, making room bookings for meetings and events, managing the mailing list for CVAN London Steering Group and communicating relevant information and updates in between meetings

### Statement on Race

CVAN London is based at UCL and supports UCL's Statement on Race

- Action for race equality exists because racism exists in our daily lives, our institutions and society at large. Racism in the UK is the exercise of historic power relations that produce discrimination and is ideologically driven. It means students and staff who identify and are identified as part of the white ethnic majority enjoy a position of relative and typically unspoken and unacknowledged privilege over Black, Asian and Global Majority students and staff. Racism manifests at work, in student attainment, staff appointments and promotions. Racism must be fought by everyone. This statement names the challenge.

CVAN London. UCL I&E, 90 Tottenham Court Road, London W1T 4TJ.