

Membership of the Forum reflects the diversity of organisation types and the geography of the region. It comprises representatives for the following organisations/geographic areas:

- 1 representative for West Midlands Hub
- 1 representative for the Midlands Federation of Museums & Galleries
- 1 representative for the Association of Independent Museums
- 14* representatives for the top tier local authorities - to comprise 2 from each of Herefordshire, Shropshire, Staffordshire, Warwickshire, Worcestershire (of which 1 member is the senior museum officer) and the metropolitan borough councils (*To ensure representation this group should include at least two members from independent museums and two from District Council museums)
- 1 representative for University Museums
- 1 representative for Regimental Museums
- 1 representative for National Museums
- 1 representative for museums with Designated collections
- 1 representative for a member of the museums profession not attached to an institution

In attendance:

- MLA Regional Manager for the West Midlands
- WM Hub Manager

Member

Representing

From the top tier local authorities (14):

Kate Andrew (LA, Vice Chair)	Herefordshire (CMO)
Dominic Harbour	Herefordshire
Nigel Nixon (LA)	Shropshire (CMO)
David de Haan (UNI)	Shropshire
Chris Copp (LA)	Staffordshire (CMO)
Nigel Spicer (IND)	Staffordshire
Helen Maclagan (LA, Chair)	Warwickshire (CMO)
Diana Owen (IND)	Warwickshire
Robin Hill (LA)	Worcestershire (CMO)
Liz Cowley (LA, DC)	Worcestershire
Sally Orton (LA, MET)	Dudley
Chris Kirby (IND)	Coventry
Stephen Snoddy (LA, MET)	Walsall
Andrew Lovett (IND)	Dudley

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From Designated Collections, University Museums, Regimentals, Nationals, WM Hub, AIM, Midlands Federation, Museum Professionals (1 from each):

Gary Hall (IND)	Designated Collections
Sophie Wilson (UNI)	University Museums
Sarah Elsom (REG)	Regimental Museums
Sue Fitzsimmons (NAT)	National Museums
Rita McLean (LA, MET)	West Midlands Hub
Tim Bryan (IND)	AIM
Philippa Tinsley (LA)	MidFed
Jane Arthur (Secretary)	Museum & Heritage Consultant

In attendance:

MLA Regional Manager for the West Midlands

Michael Cooke	MLA
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WM Hub Manager

Rachel Cockett	West Midlands Hub
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CONSTITUTION

(agreed 6 May 2004, amended 13 July 2005, amended 6 April 2009)

1. Title

The organisation shall be called the West Midlands Museum Policy Forum.

2. Aims and Objectives

- 2.1 To act as a bridge between the museum sector and policy-making bodies in the West Midlands region, and by encouraging dialogue and co-operation to ensure that regional museum priorities and issues are identified.
- 2.2 To work with MLA to ensure clear understanding of regional museum priorities and issues, and to act as a consultative body for MLA.
- 2.3 To work closely with regional and national bodies including the Renaissance Programme Board for the West Midlands and regional Designated collections to ensure collective regional priorities.
- 2.4 To establish regular dialogue with and representation on strategic regional bodies eg regional Libraries, Archives fora and with other relevant sectors to ensure that the widest cultural interests are secured for the museums sector.
- 2.5 To ensure maximum benefit to the region from the Renaissance in the Regions programme, and to encourage pastoral support for small and medium size museums that are not in the Hub.

3. Representation

- 3.1 Membership of the Forum will reflect the diversity of organisation types and the geography of the region.

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- 1 representative for West Midlands Hub
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*To ensure representation this group should include at least two members from independent museums and two from District Council museums

- 1 representative for University Museums
- 1 representative for Regimental Museums
- 1 representative for National Museums
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- 1 representative for a member of the museums profession not attached to an institution

In attendance:

- MLA Regional Manager for the West Midlands
- WM Hub Manager

Observer status shall be accorded to a representative from each of the Libraries and Archives fora, MLA Board member for the West Midlands, MLA Renaissance team member covering the West Midlands.

- 3.2 All representatives are expected to maintain appropriate communications with their constituency, and to play an active part in the work of the Forum.
- 3.3 All Forum members shall have full voting rights. Substitutes (see 6.2) can attend meetings and have full voting rights. Observers can attend meetings at the invitation of the Forum. Observers will not be entitled to vote.
- 3.4 There shall be no fee imposed for membership of the Forum.

4. Meetings

- 4.1 Meetings of the Forum will be held not less than twice a year.
- 4.2 The quorum will be 6.
- 4.3 One meeting each year will be an open meeting to which all museums and those working independently in the regional museum sector will be invited.

5. Operation of the Forum

- 5.1 The Forum will elect a Chair, a Vice Chair and Secretary. No officer can fulfil the same role for more than three consecutive years without a formal review and re-election.

- 5.2 Members are appointed for a renewable term of three years. Reappointments, together with any changes to membership of the Forum should be notified to the wider museums community at the annual open meeting.
- 5.3 The Secretary shall be responsible for taking notes, and circulating those to members, those in attendance and observers.
- 5.4 Signed minutes will be available on request.

6. Ensuring representation

- 6.1 Should a representative decide they can no longer serve on the Forum and tender their resignation, the resigning member in the first instance will approach suitable individuals to ask them to agree a nomination to fill the vacancy. Should there be no nomination, the Forum members will come to a decision on filling the vacancy, taking into account the need to maintain representation.
- 6.2 An attendance record will be kept. Representatives who do not attend or send a substitute for three consecutive meetings will be deemed to have resigned.

7. Amendments to the Constitution

- 7.1 Any proposal to amend this constitution must be made in writing to all members and must be agreed by two thirds of the members of the Forum.

8. Winding up the Museum Policy Forum

- 8.1 A two thirds majority shall be required to wind up the Forum.