

Pemberton Arts Council (PAC) Board of Directors – Roles and Responsibilities Description

The Pemberton Arts Council Board operates as a governing body and has a responsibility to its members to ensure stewardship of the organization, to provide sound financial management, to engage in robust fundraising activities, and to develop a visionary strategic plan. In addition to this, each member of the Board of Directors is expected to chair or be a member on at least one (to a maximum of two) of the Board Committees in order to carry out the work of the Board and our strategic plan.

BENEFITS OF BEING A MEMBER OF THE PAC BOARD

Board Members who contribute their time and knowledge benefit from:

- An opportunity to contribute to the growth and success of the Pemberton Arts Council and the arts in our community
- An opportunity to develop personal leadership through committees and projects of the Board of Directors
- Improved strategic planning and visionary thinking skills
- Building meaningful relationships with fellow board members, staff and community
- Networking opportunities in the arts and nonprofit sectors within the Sea to Sky community
- An opportunity to use your creativity to contribute in an area of your passion

TIME COMMITMENT

Placement on Board Committees is based on Board member's interests, passions and skill set. The frequency to which Committees meet is dependent on the Committee, therefore time commitments beyond board meetings will vary. However, the Pemberton Arts Council is a "working board" and Board Members are expected to commit 5-10 hours/month on meetings, Committee work, and events.

GENERAL BOARD MEMBER RESPONSIBILITIES:

- Commit to the mission, vision, and values of the Pemberton Arts Council
- Familiarize themselves with the Pemberton Arts Council's programs and initiatives (please see our website and note that a new "On-Boarding Document" will be forthcoming for all new Board Members!)
- Contribute to the areas of board governance, strategic planning, finance and resource development (human and capital)
- Prepare for and attend monthly board meetings and attend the yearly AGM (normally hosted in the Spring)
- Chair and/or participate on a committee
- Attend special events as required (**For example, it is expected that Board Members should support major events such as the Backcountry Festival and ArtWalk/ArtHop with their attendance as much as possible.**)
- Engage in ongoing fundraising activities and fund development in general.
- Act as an ambassador of the Pemberton Arts Council to external stakeholders and the community.

BOARD OF DIRECTORS (Includes Committee Directors)

EXECUTIVE COMMITTEE

- Board Chair
- Vice Chair
- Treasurer
- Secretary
- Past Chair

COMMITTEE DIRECTORS

(This is the slate of committees that PAC would like to ideally have up and running in the next year or two. Some may be amalgamated and/or developed further at a later date as we continue to grow and evolve. Once we have inducted new members to the PAC Board of Directors in Fall 2020, we will invite Board Members to outline their interests/skills towards joining or leading any one of the committees below.**)**

- Director of Fund Development
- Director of Governance
- Director of Programming and Special Events (these two portfolios will ideally be divided into 2 separate committees in the future)
- Director of Communications, Marketing, and Community Engagement
- Director of Volunteers and Membership (and possibly a Human Resources portfolio to be added in the future)

Descriptions of Roles We Need to Currently Fill

EXECUTIVE DIRECTORS

Treasurer

The role of the Treasurer is to account for and report on the funds, budget and expenditures of the Pemberton Arts Council, and will be a signing authority on financial documents. The Treasurer will also work closely with the Director of the Fund Development Committee. The Treasurer oversees the financial records of the Pemberton Arts Council. Finally, the Treasurer works directly with the Executive Director to create and present summaries of operating budget and financial reports, and reviews financial statements and charitable filings with PAC accountant(s)/bookkeeper(s).

COMMITTEE DIRECTORS

Director of Fund Development

Essentially, the Director of Fund Development, in conjunction with the Fund Development Committee, leads and oversees such things as annual fundraising activities, helps to plan and execute fundraising events, works with the Executive Director to develop relationships with major donors and sponsors, and helps to create and track a fund development plan.

Director of Governance

The Director of Governance, in conjunction with the Governance Committee, leads and oversees such things as non-profit governance policies/practices/procedures, monitors the PAC's compliance with non-profit governance regulations, and takes the lead in providing prudent and timely guidance to the board regarding non-profit governance regulations as set out by the BC Societies Act, etc.

Director of Programming and Special Events

The Director of Programming, in conjunction with the Programming Committee, leads and oversees such things as the evaluation of existing programs and the expansion/development of future programs, ensures PAC programs have a viable and sustainable strategy and are in line with PAC mission/values for improving arts/culture/education in our local community, helps to develop/coordinate (logistics/scheduling) of special events.

Director of Communications/Marketing/Community of Engagement

The Director of Communications, Marketing, and Community Engagement, in conjunction with the Communications, Marketing, and Community Engagement Committee, leads and oversees such things as helping to raise awareness in the community about the Pemberton Arts Council and aims to increase the level of engagement among the community and PAC, identifies target audiences and works to develop messages to attract support for the PAC, helps to develop our "brand" and works to create support materials (brochures, newsletters, annual reports, media releases, videos, website and social media postings), works to develop key partnerships within the community - particularly local businesses and tourism, and coordinates the timing and delivery/posting of important communications (Facebook, Instagram, Twitter, blogs, newsletters, press releases, etc.).