



BOARD OF DIRECTORS APPLICATION

Thank you for your interest in serving on the Board of Directors for the Pemberton Arts Council.

In order to assist our team in knowing you better, please answer the following questions and submit them to pembertonartscouncil@gmail.com before 15th March 2022. Please note that Pemberton Arts Council has limited space available on the board and directors are selected according to the expertise required to fulfill its strategic plan.

Date: _____

Name: _____

Place of Work: _____

Position: _____ Years in this position: _____

Phone: _____ Email: _____

1. What interests you most about Pemberton Arts Council?
2. How many hours per month can you commit to Pemberton Arts Council?
3. Provide an example of how you have helped another organization develop.
4. List other volunteer positions held or other organizations with which you have been involved.
5. Which committee work interests you? NOTE: Directors are expected to participate on a minimum of one board committee each year.

Board committees (mandatory):

- Finance Committee
- Governance & Board Development Committee
- Programs Committee
- Marketing and Communications

6. Explain why you are interested in participating on each committee that you have selected.

7. Would you be interested in a position on the executive committee (treasurer, chair, secretary)
8. Please read the attached Board Terms of Reference and Director's Code of Conduct and indicate here that you are willing to work with the Board of Directors within these guidelines.
 Yes, I agree
9. In order to validate this nomination, two member signatures are required (which may include board members):

1st Member : _____

Name of registered Voting Member: _____

Signature _____

2nd Member : _____

Name of registered Voting Member: _____

Signature _____



Board of Directors Terms of Reference

Updated March 2022

Our Organization's Mandate:

- To foster a vibrant arts scene by elevating artists and increasing community participation in the arts in the Pemberton Valley.

Board Structure:

- Executive Officers – Chair; Treasurer and Secretary (all voting); Past Chair
- Minimum 5 to maximum 11 Directors (voting)

Director Appointment and Duration:

- Directors must be members of the Pemberton Arts Council
- Directors are elected for a 2-year term by the membership at the annual general meeting
- Directors may succeed their term for 2 more terms (total 6 consecutive years) with a minimum of 1 year off before re-election
- The Executive Officers is elected for a 1-year term by the board
- Refer to bylaws for additional clarification

Reporting:

- The board of directors reports to the membership at the annual general meeting

Board Responsibilities:

- Set the strategic plan
- Monitor and approve the financial statements
- Approve the annual budget
- Review bylaws annually, ensuring any amendments follow the Societies Act
- Set board policy and review on an annual basis, ensuring they reflect governance best practices
- Monitor the Executive Directors compliance to policies
- Monitor the Executive Directors achievement of the board's strategic goals
- Conduct the Executive Directors annual performance review and salary review

Director Responsibilities

- Commit to the mission, vision, and values of the Pemberton Arts Council
- Contribute to the areas of board governance, strategic planning, finance and resource development (human and capital)
- Attend board meetings and committee meetings
- Participate in board and director evaluations
- 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 future arts festivals, summer programming, with their attendance/participation 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

Hours:

- 5-10 hour commitment per month including attending board and committee meetings

Meeting Dates:

- 19th January - 7pm-8.30pm
- 15th February - 7pm-8.30pm
- 15th March - 7pm-8.30pm
- 28th April - AGM- 6.30pm-8.30pm
- 10th May - 7pm-8.30pm
- 14th June - 7pm-8.30pm
- July -No meeting
- 9th August -7pm-8.30pm
- 13th September -7pm-8.30pm
- 18th October -7pm-8.30pm
- 15th November -7pm-8.30pm
- 13th December - 7pm-8.30pm

If the meeting date falls on a holiday, an alternate date will be set

Annual Budget:

- The Pemberton Arts Council adheres to an annual budget of \$54,828 for 2022
- See full budget details in the annual report

Competency Matrix

Name	Date Onboarded	Accounting & Finance	Legal Expertise	Fundraising Experience	Marketing/Communications Skills	Governance Experience	Local Knowledge of Pemberton	Grant Writing Experience	Event Production Experience	Passion/Interest in Film	Passion/Interest in Literary Art	Passion/Interest in Dance	Passion/Interest in Music	Passion/Interest in Visual Art	Passion/Interest in Theatre	Critical Thinker	Innovative Thinker	Strategic Thinker
Anna Lynch (STAFF)	Dec 2021	X		X	X				X	X				X		X		X
Erin Bruhns	May 2020	X		X	X	X	X			X				X		X	X	X
Angela Walsh Noble	May 2020			X			X	X	X		X			X		X		
Katelyn Spink	May 2020				X		X		X				X			X	X	X
Sonya Lebovic	Sept 2020			X		X	X							X		X		X
Rachel Hesketh	Oct 2020	Some		x	x		x			x			x	x		x	x	x

Please put your name, and fill out what you think your own skills are. There are no wrong answers, and you don't need to tick a certain number of boxes. We will use this chart to see where we may be missing expertise and this will help us when finding new board and committee members



Pemberton Arts Council DIRECTOR'S CODE OF CONDUCT

1. Directors must consider the interests of the Pemberton Arts Council at ALL times, understanding that any communications, including through social media and conversation, are perceived reflections on the Pemberton Arts Council.
2. Directors shall maintain the confidentiality of the details and the dynamics of any and all board discussion and communication.
3. Directors shall not speak publicly against, or in any way undermine board solidarity once a board decision has been made.
4. Directors are expected to attend all board meetings in person, or virtually, unless for extenuating circumstances. Directors shall be prepared to commit sufficient time and energy to attend to Pemberton Arts Council business.
5. Directors shall avoid, in fact and perception, conflicts of interest and shall disclose to the board, in an immediate manner, any possible conflicts.
6. Directors' contributions to discussions and decision-making shall be positive and constructive.
7. Directors' interactions in meetings and communications shall be courteous, respectful and free of animosity.
8. Directors shall adhere to the Pemberton Arts Council bylaws and governance policies.
9. Directors shall be prepared for meetings, having read pre-circulated material in advance of meetings.
10. Directors shall participate in the Pemberton Arts Council in ways and means other than attending board meetings.
11. The Executive Director is responsible to the entire board. Consequently, no single director or committee has authority over the Executive Director.
12. Directors have no authority over other Pemberton Arts Council staff and must, as an entire board, direct any operational inquiries to the Executive Director.
13. Directors recognize that only the Chair of the board and the Executive Director, or their designate, shall be the spokespersons for the Pemberton Arts Council.
14. Directors shall not attempt to exercise individual authority or undue influence over the Pemberton Arts Council or use this influence for any purpose other than furthering the Pemberton Arts Council causes.
15. Directors are expected to develop an understanding of the scope, mandate, bylaws, constitution and policies of the Pemberton Arts Council, the needs of the members it serves, and the board's policy governance approach.

I hereby consent to act as a Director of the Pemberton Arts Council and agree to abide by the foregoing terms.

Director's Signature

Date

Print name