



INFORMATION PACKAGE FOR NOMINATING CANDIDATES FOR THE BOARD OF DIRECTORS

This package provides information for nominating individuals to the Board of Directors of Arts BC and includes:

1. Nomination Form
2. Board Recruitment Policy
3. Job Description for Board Directors

Key Dates:

- Nomination form and resume due **midnight May 14, 2019**
- Election of Directors:

Thursday June 13th, 2019 from 12 pm to 1 pm at the Arts BC Annual General Meeting via Zoom Video Conferencing (registration details forthcoming)

ARTS BC NOMINATION FORM 2019 BOARD OF DIRECTORS

The Arts BC Board is responsible for tabling a slate of candidates for Board of Directors at the Annual General Meeting. The Committee recommends nominees who, during their two-year term, will help advance the organization for the benefit of all members. Please refer to the Board Recruitment Policy and the Director Job Description in preparing your nomination. This form should be completed by the Nominator (Part One) and by the Nominee (Part Two).

The completed Nomination Form and a current resume can be emailed, or otherwise delivered to the Arts BC office (see details at end of application), and must be received by midnight, Tuesday May 14, 2019.

The AGM will take place on Thursday June 13, 2019 from 12 pm to 1 pm via Zoom Video Conferencing.

As a Nominee, your attendance is required as there are Board issues to discuss during and after the Conference.

PART ONE | Completed by nominator

I/We, nominate (insert name of Nominee):

for a position on the Arts BC Board as (select one or both):

Regional Director (Region)

OR

At Large Director

Contact Information for Nominator(s)

Your Name(s):

Address:

City:

Postal Code:

Home Tel.

Work Tel.

Email:

Arts organization affiliation (nominator):

Reason for nomination:

Signature of Nominator:

Date:

PART TWO | Completed by Nominee

Name (please print):

Address:

City:

Postal Code:

Home Tel:

Work Tel:

Email:

Arts organization affiliation (nominee):

YOU AS A BOARD MEMBER

Please tell us why you would like to serve as a director on the ArtsBC board, and how you believe you can contribute to the board and to the organization. Use additional space as needed:

YOUR RELEVANT WORK EXPERIENCE

Please summarize relevant employment experience including current occupation:

YOUR VOLUNTEER EXPERIENCE

Please summarize relevant volunteer experience:

YOUR EDUCATION, TRAINING AND AREAS OF EXPERTISE

Please summarize relevant background:

Signature of Nominee:

Date:

Please return the completed Nomination form and resume, by email attachment (note signature required), or by mail by midnight Tuesday May 14, 2019 to:

outreach@artsbc.org

Board Nominations, ArtsBC
301-1321 Blanshard St.,
Victoria, BC V8K 0B6
(778)-410-5104

<http://artsbc.org/regional-directors/>

BOARD RECRUITMENT POLICY ASSEMBLY OF BC ARTS COUNCILS

INTENT

In accordance with the constitution of the Assembly of BC Arts Councils, the society will provide cultural leadership by identifying, recruiting and training skilled and knowledgeable leaders to act as Directors of the society. These individuals will share in the commitment to develop the arts at the community, regional and provincial level. The Nomination Committee will recruit Directors from British Columbia who are leaders in their community, who share in this commitment to develop the arts, and who have skills in one or more of the operational functions areas of finance, programs, personnel and advocacy. Nominees must also have a sound knowledge of governance functions such as policy development, strategic planning and organizational assessment, or a willingness to undertake further training in this field.

PROCEDURES

- 1) The Assembly will provide copies of the Board Recruitment Policy, Board Member Job Description, and election forms on their website, which will be available to members of arts societies across the Province's 10 regions.
- 2) The Personnel Committee will receive the completed election forms and curriculum vitae from nominees at any time during the year up to one month prior to the ANNUAL GENERAL MEETING. The slate of nominees is presented for election at conclusion of business of the Annual General Meeting.
- 3) Board composition will endeavor to reflect the geographic areas of the province to present a balance of cultural diversity, gender, ages, skills, and representation from a diversity of arts disciplines (see bylaws).
- 4) To fill vacancies in appointed board positions, the Board of Directors will consider recommendations put forward by the Personnel Committee. The Personnel Committee will seek appropriate candidates for appointment to the Board of Directors through referrals from the current Directors, committees, regional arts councils, community arts councils, other BC arts societies, general membership of the society, municipal governments, and general public.
- 5) Performance evaluations will be conducted annually. The Personnel Committee will solicit input from fellow Directors as well as peers of the Directors throughout the Province to determine if the Assembly Directors are fulfilling their obligations as outlined in the Board Director Job Description Policy 3.3.
- 6) When Assembly Directors have been elected to Executive positions in accordance with bylaws, they will have demonstrated a level of expertise required to lead and direct the affairs of the Assembly. In order to maintain the integrity of the organization and the continuation and completion of work undertaken, regions are encouraged to support the work being done in the Provincial interest by reconfirming the election of their executive's board member Assembly Directors for the duration of the six-year term.
- 7) In the event that a Director should be unable to continue in the position until the normal end of the term, the Personnel Committee shall appoint a person to fill the vacancy until the next Annual General Meeting, at which point the seat shall be deemed to be vacant.

ORIGINAL APPROVAL:
April 1995
BOARD MOTION:
#95.34

History: REVISED:
November 2005,
October 2007

JOB DESCRIPTION- DIRECTORS

Arts BC

Job title:

ARTS BC DIRECTOR

Reporting to:

Board of Directors of Arts BC

GENERAL DESCRIPTION

The Director works with the Board in governing the Assembly's affairs through the development, approval and evaluation of policy. The Director may act on the Board's behalf given Board approval. Assembly Directors serve as public trustees, as liaisons to their regions, as cultural leaders in their communities, and as advocates in articulating the vital role the arts play in BC's wider community, establishing links between the arts community (including professional, amateur and not-for-profit organizations) museums, libraries, school boards, recreation commissions, municipalities and the public. Directors are elected for a two year term, and may serve a maximum of three consecutive terms

QUALIFICATIONS

1) Experience: Minimum two years' experience with an arts society in one of the following board functions:

- a. Financial planning and fundraising
- b. Personnel planning and administration
- c. Program planning, implementation and evaluation
- d. Advocacy and lobbying

2) Knowledge, Skills and Ability:

- a. An understanding of the cultural sector's issues and needs
- b. Strong writing and communication skills
- c. The ability to inform and motivate others

3) Personal Suitability:

- a. Able to work cooperatively as part of a team
- b. Flexible, consensus building, innovative
- c. Strong service orientation
- d. Stress tolerant

SUMMARY OF RESPONSIBILITIES

- 1) To attend meetings of the Board of Directors and the Assembly's conference and annual general meeting.
- 2) To serve on a standing committee of the Board.
- 3) To work with other Assembly Directors and senior staff in development and evaluating policy for organization and to actively support the aims and objects of the Assembly as set out in existing policy.
- 4) To act as an advocate for the Assembly at the regional level and to serve as the Assembly's representative and contact in your region.
- 5) To present the interests and concerns of community and regional arts at the provincial forum; to ensure that reports on regional activities are submitted for inclusion in the provincial newsletter.

CODE OF ETHICS

- 1) Loyalty to the Board of Directors is essential. Directors should never divulge deliberations or decisions made by the Board to any outside body or person before they are made known to the staff or public through agreed-upon channels of communication. It is an obligation of a Director to abide by and support such decisions rather than undermine them. Equally, Directors should not publicly criticize other Directors or staff.
- 2) The responsibility of an Assembly Director is to serve the interests of the community arts at the provincial level. Where there is conflict between the interests of the regional or community arts area represented by the Director and the interests of the Assembly, when the Director is performing his/her duties on behalf of the Assembly, the Assembly's interests shall prevail.

TIME COMMITMENT

A Director is required to attend all Board meetings and be part of assigned ongoing committee duties. A Director is also expected to attend the Annual General Meeting.

FINANCIAL CONSIDERATION

Travel, accommodation and per diem expenses incurred in attending Assembly meetings are reimbursed according to proscribed limits set out in Policy 1.3. Communications expenses incurred in carrying out board and committee duties are reimbursed within guidelines in Travel & Expense Claim Policy 1.3.

ORIGINAL APPROVAL:
February, 1990 BOARD MOTION # 91.5
RENEWAL: November, 1991

BOARD MOTION #91.38
REVISED: November 2005,
October 2007