

# 2021 Standing Committees of the Nicola Valley Community Arts Council

## January 2021

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### **Executive Committee    Chair: Michelle Pierce**

- Approve financial decisions up to \$500, as required.
- Organize NVCAC Regular and Special Board of Directors meetings and NVCAC Annual General/Special Meetings and prepare their respective agendas and documents.
- Strike an ad hoc Nominating Committee annually to recommend Board of Director appointments to the NVCAC AGM.
- Carry out Board and AGM General/Special meeting decisions, as required.
- Plan and implement Director orientation and training, as required.
- Oversight of NVCAC By-laws, Policies and Procedures, and permanent records.
- Develop, prepare, and vet contracts, stipends, permits, and any other NVCAC legal/formal documents for Board and/or AGM approval.

### **Finance Committee    Chair: Ellen Miller**

- Chaired by Vice-President and composed of all Executive members.
- Prepare annual NVCAC budgets for Board and AGM approval.
- Ensure accurate accounting of income and expenditures in keeping with approved NVCAC budgets.
- Prepare Grant Applications on behalf of the Board and ensure correct Grant disbursements/expenditures.
- Fundraising.

### **Program Committee    Chair: Michelle Pierce**

The Program Committee is composed of, but not restricted to, three major components as follows:

#### **Visual and Performing Arts/Music/Written Word Offerings:**

##### **Chair: Susan Parkinson**

- In keeping with the NVCAC Mission Statement, maintain/enhance extant NVCAC courses and programs and develop and implement new NVCAC in-person and online course and program offerings.
- Maintain/enhance the NVCAC Public Art Program, MSS Bursary, and ensure maintenance of the NVCAC concert grand piano.
- Develop and implement, through a Music Advisory Committee, music programming and maintain existing music programs as Open Mic.
- Develop, organize, and present Special NVCAC offerings and events.

## **Program Committee – Con't**

### **Art Gallery: Gallery Curator, Jano Howarth**

The Gallery's mission and operation is detailed under NVCAC Policy 23

*"Its mission is to exhibit, encourage, educate and inspire art in all media; and to create an environment for artistic expression and cultural diversity.*

#### **1. Mandate**

- 1.1 *To provide exhibition opportunities and exposure for local artists and artisans.*
- 1.2 *To provide the community with the opportunity to experience diverse artistic approaches by visual artists.*
- 1.3 *To provide a venue for exhibits of community relevance, cultural diversity and/or education value. "*

### **Artisan Shop Chair: Jennifer Artibise**

The NVCAC Artisan Shop functions, in the main, to fulfill the following articles from the NVCAC Mission Statement:

- "2.1 To increase and broaden the opportunities for residents of the Nicola Valley to participate in cultural activities.*
- 2.2 To develop and expand arts resources activities in this community.*
- 2.3 To make cultural activities available to all segments of this community.*
- 2.4 To assist in coordinating the work of artists and cultural associations" in the area."*

Its areas of responsibility include:

- Recruit and maintain a roster of active local artisans to participate in the NVCAC Artisan Shop.
- Maintain and produce monthly records of sales and NVCAC memberships through the Shop.
- Provide Sales and inventory training for participating artisans.
- Recommend for Board approval Artisan Shop policies as regards sales commissions, shop rental rates, and monthly shifts.

## **Communications Committee Chair: Stephanie Kiernan**

Areas of Responsibility:

- Branding and Signage
- Website
- Social Media Life
- MailChimp Newsletter, Media, press releases (although Jano Howarth is doing these).
- Advertising and Promotion

**Technology Committee**                      **Chair: Kathy Kanda**

- Arrange Zoom/remote meetings of the NVCAC AGM, Board, and/or Committee meetings as required
- Oversee the maintenance of and make recommendations about NVCAC hardware and software programs
- Provide technical support for the implementation and offering of NVCAC online offerings.

**Membership Committee**                      **Chair: Sharon Pawliuk**

- Maintain up-to-date membership lists (Program Coordinator)
- Recruit new NVCAC members and renew extant memberships
- Oversee group memberships.
- Recruit new volunteers and develop programs for their retention
- Maintain records of volunteer hours for submission to the Board.

**Facilities Committee (to be determined)**

- Develop and maintain effective facility security protocols, as well as a key log.
- Ensure the general maintenance of NVCAC facilities, and provide supervision and guidance to cleaning staff.
- Recommend repairs and improvements to the Board
- Responsible for facility bookings and maintaining up-to-date schedules