

Smiths Falls and District Arts & Culture Council is seeking Members for the Board of Directors

The Arts & Culture Task Force, assembled last summer, has undergone the process of establishing an Arts & Culture Council. The Council is a recently incorporated, not-for-profit, arms-length body from the Town of Smiths Falls, whose objective is to support arts and culture in Smiths Falls.

We are seeking members to sit on our Board of Directors.

If you have an interest in arts and culture, this is an exciting volunteer opportunity to contribute to an organization at the ground level. You will assist in shaping the future of arts and culture in Smiths Falls and set the stage for a creative and vibrant community. Applicants must be 18 years of age or over.

Please read through the package provided. Included is some general information about the organization, information about being a Board Member, the process and an application form.

If you have any further questions, please feel free to contact Leisa Purdon Bell, Toursim Coordinator, Town of Smiths Falls at 613-283-4124 ex. 1150 or lbell@smithsfalls.ca

Applications must be received in person or by mail no later than 4:30 pm on April 8th, 2011.

Applications can be dropped off or mailed to:

Selection Committee SFDACC
c/o Economic Development Department, Town Hall
77 Beckwith St. N
Smiths Falls, ON K7A 4T6

History of the Arts & Culture Task Force

May 2010 – Task force formed as one of four to provide public input on a Master Plan to be adopted by Town Council in Fall 2010. Other task forces included Tourism, Downtown and Waterfront.

June 2010 – Task force members define their terms of reference with one being *to investigate and recommend options for establishment of a not-for-profit organization, such as an arts council, to implement the culture plan and be responsible for arts and culture in the Town of Smiths Falls.*

June to September 2010 – Meeting every two weeks throughout the summer, the task force reviews cultural policies and completes a cultural plan to be adopted by Town Council in Fall 2010.

December 2010 – Funding received from Valley Heartland Community Futures Development to proceed with the incorporation process.

February 2011 – Master planning document delivered to Town Council for adoption with input from all four task forces.

March 2011 – Application for incorporation of the Smiths Falls and District Arts & Culture Council approved. Call for members for the Board of Directors.

Goals of the Smiths Falls and District Arts & Culture Council (SFDACC)

The Arts and Culture Task Force has identified four main goals of the council:

- **encourage access to arts and culture**
- **provide financial and in-kind support to artists, organizations and cultural facilities**
- **facilitate and promote a broad range of arts and cultural programs and events**
- **work with all levels of government, public and private organizations and community stakeholders**

What does it mean to be a Board Member and what will I have to do?

Responsibilities

A Board of Directors as trustees of an organization is responsible for:

- determining the mission and purpose of the organization
- effective planning
- ensuring proper financial resources and financial oversight
- ethical and legal integrity of the organization
- attending all meetings and functions and promoting the organization

More about roles and responsibilities of a Board Member can be found at www.boardsource.org

Executive

There are up to 15 positions available for the SFDACC Board. Members of the Board of Directors will elect four positions for the Board Executive: President, Vice-President, Secretary and Treasurer. This will be done at the first meeting. If you are interested, please complete the appropriate section of the application.

If you have the initiative and leadership skills to work in a group environment and the ability to cultivate partnerships with experience in not-for profit organizations, you may wish to put your name forward for the Board Executive.

Time Commitment

For this Council to succeed, there will have to be an investment of time and energy. This is an opportunity to build and shape a new organization from the ground up. This will be a Board that will be heavily involved in volunteering and will be more 'hands-on' with a focus on organization building in the first few years. For example, you can expect at minimum to participate at the committee level as well as attend monthly board meetings.

Term

We are seeking Board members to serve either a two-year or four-year term. To ensure continuity in the operations of the organization, *Directors shall be elected to hold office until the second annual meeting after which they are elected or until their successors have been duly elected and qualified. At least one half of the Board of Directors shall be elected every year for a two (2) year term.* (Bylaw No. 1-32). In order for this process to happen, half of the applicants applying for the board in the onset will sit for a four-year term. Please be sure to identify if you wish to sit for a two-year or four-year term on the application.

Who can apply?

Anyone living in Smiths Falls and the surrounding district with an interest in arts and culture is encouraged to apply. We welcome members of the arts and cultural sectors, business/corporate sectors, members of the general public, youth and educators to apply for membership on the Board. Applicants must be 18 years of age.

The Process

Applications are to be submitted no later than **4:30 pm on April 8th, 2011** to the Selection Committee for review. Applications will be accepted and reviewed in confidence.

The Selection Committee is made up of members from the community who are working or have worked within the Arts and Cultural sectors. They have experience with not-for-profit organizations and have sat as Board members on various committees, organizations and advisory boards. They are an objective, independent group who themselves are not running for a position on the Board. All applicants will be notified by letter the week of April 18th, stating the date and location of the first board meeting.

Next Steps

1. Complete the application for Membership to the Board of Directors.
2. Submit the application no later than **4:30 pm on April 8th** to the Economic Development Department, Town Hall.
3. All applicants will be notified by mail, the week of April 18th, 2011

**Smiths Falls and District Arts & Culture Council
Application for Membership on the Board of Directors**

Name: _____

Address: _____

Phone: _____ Cell: _____ Email: _____

I have read *'What it means to be a Board Member'* (page 2&3 of the package) and understand the role and responsibilities of a Board Member and the time commitment required.

Current/previous occupation: _____

What experience (educational or work) can you bring to the SFDACC? _____

What skills can you bring to the SFDACC? _____

Are you interested in running for a two or four-year term? two-year term four-year term

Are you interested in running for a position on the Executive? yes no

If yes, please check the position: President Vice President Secretary Treasurer

If you are interested in running for a position on the Executive, please attach a short bio describing yourself, your qualifications and interest in serving as a member of the Executive for SFADCC. (500 words max.) If selected, this bio will appear on the ballot.

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c/o Economic Development Department, Town Hall, 77 Beckwith St. N., Smiths Falls, ON K7A 4T6

Signature of applicant

Date