



Program Committee

Commission

The Program Committee is commissioned by the Board of Directors and tasked with the responsibility of developing, maintaining, and evaluating program services and needs. The committee will monitor Gaylord Arts-Creative Pursuit programs and services to be sure that they meet the needs in our community. The Program Committee is a standing committee of the Board of Directors, meeting approximately four times per year. It receives its authority from the board and its actions are subject to review and approval by the board. The committee has the authority to establish ad hoc groups from time to time as may be necessary to carry out its work.

Composition

The Board of Directors shall appoint the Chair of the Program Committee. The Committee Chair shall be a member of the Board. The Committee shall be composed of Gaylord Arts Executive Director, Crossroads Industries Staff (to be appointed by Crossroads), and representation of 5-10 members which will include the chairs from the following committees: Performing Arts Committee, Visual Arts Committee, Education Committee. The Committee Chair, in consultation with staff, shall appoint other members of the committee.

Committee members are expected to attend all scheduled meetings of the Program Committee. Any member who has accumulated four (4) excused or three (3) unexcused absences from the Program Committee meeting in a one (1) year period may be removed from the committee by the Committee Chair. Excused absence is by calling or emailing the chair, by two hours prior to the scheduled meeting on the day of the meeting. A removed member shall have an opportunity for reinstatement by written request prior to the next committee meeting at the discretion of the Chair. A leave of absence may be granted at the discretion of the Chair.

Responsibilities and activities: (each chair will need to list these based on their specific focus): The following shall be the common recurring activities of the Committee in carrying out its purpose. These activities are set forth as a guide with the understanding that the Committee may diverge from this guide as appropriate given the circumstances.

- Review programming annually and make recommendations to the board in coordination with the Finance Committee and the Creative Pursuit Advisory Committee.
- Periodically review and evaluate program participant satisfaction.
- Recommend changes in program services if deemed necessary.
- Recommend facility equipment needs and replacement.
- Review program policies and procedures.
- Develop a comprehensive promotion plan that focuses on program participation retention and growth.
- To assure the Gaylord Area Council for the Arts and the Creative Pursuit missions and goals are being met through all Gaylord Arts/Creative Pursuit programs and services. As well as, integrate the program goals/topics into the Visual Arts, Performing Arts, and Educational Committee activities
- Recommend the elimination of programs when necessary.

Costs and Budgetary Restrictions

In designing the programming, the committee should be mindful of costs and will work directly with the Gaylord Arts Executive Director and Crossroads Industries Finance Manager to ensure expenditures align with the organizations' approved current FY budget. If the program committee deems an activity to be essential and it does not align with the current FY budget, the chair may make a request to the Board of Directors to amend the current FY budget. The committee shall create a yearly program schedule with projected costs/expenses and submit to the Finance Committee no later than August of the current Fiscal Year.



Education Committee

Commission

The Education Committee is commissioned by the Board of Directors. It is a standing committee of the board of directors, meeting approximately 4 TIMES per year. It receives its authority from the board and its actions are subject to review and approval by the board. The committee has the authority to establish ad hoc groups from time to time as may be necessary to carry out its work. It is tasked with the responsibility of developing and implementing art educational programming that aligns with community needs, and goals and objectives established by the program committee for all age groups with a focus on youth.

Composition:

The Board of Directors shall appoint the Chair of the Education Committee. The Committee Chair shall be a member of the Board. The Committee chair, in consultation with the Executive Director, shall appoint other members of the committee with not more than 10 members. The term of service shall be three years. A member may serve multiple terms of service.

Committee members are expected to attend all scheduled meetings of the Education Committee. Any member who has accumulated four (4) excused or three (3) unexcused absences from the Education Committee meeting in a one (1) year period may be removed from the committee by the committee Chair. Excused absence is by calling or emailing the chair, by two hours prior to the scheduled meeting on the day of the meeting. A removed member shall have an opportunity for reinstatement by written request prior to the next committee meeting at the discretion of the Chair. A leave of absence may be granted at the discretion of the Chair.

Responsibilities and Activities: (each chair will need to list these based on their specific focus): The following shall be the common recurring activities of the Committee in carrying out its purpose. These activities are set forth as a guide with the understanding that the Committee may diverge from this guide as appropriate given the circumstances.

- Develop and institute art educational programming that aligns with the goals and objectives established by the program committee for all age groups
- Collaborate with formal/informal educational organizations to support mental wellness in the community via a psychoeducational platform (working with formal/informal education organizations to support the process of teaching and learning how to create and produce the visual and performing arts; includes providing information about how the practice of arts can help improve wellness in participants.)
- To teach how to understand and evaluate art forms created by others.
- To review educational programming annually and make recommendations to the Program Committee.
- To recommend changes in educational programs if deemed necessary.
- To recommend facility equipment needs and replacement.
- Review program policies and procedures.
- Develop a comprehensive promotion plan that focuses on program participation retention and growth.
- Recommend the elimination of programs when necessary.
- Works with area artists to introduce the public to community artists.
- Enlists volunteers to assist teachers during programs.

Costs and Budgetary Restrictions

In designing the programming, the committee should be mindful of costs and will work directly with the Gaylord Arts Executive Director to ensure expenditures align with the organizations' approved current FY budget. If the committee deems an activity to be essential and it does not align with the current FY budget, the chair may make a request to the Board of Directors to amend the current FY budget. The committee shall create a yearly program schedule with projected costs/expenses and submit to the Finance Committee no later than August of the current Fiscal Year.



Visual Arts Committee

Commission: The Visual Arts Committee is commissioned by the Board of Directors. It is a standing committee of the board of directors, meeting monthly. It receives its authority from the board and its actions are subject to review and approval by the board. The committee has the authority to establish ad hoc groups from time to time as may be necessary to carry out its work. It is tasked with the responsibility of developing and implementing visual arts programming that aligns with community needs, and goals and objectives established by the program committee for all age groups.

Composition:

The Board of Directors shall appoint the Chair of the Visual Arts Committee. The Committee Chair shall be a member of the Board. The Committee chair, in consultation with the Executive Director, shall appoint other members of the committee with not more than 10 members. The term of service shall be three years. A member may serve multiple terms of service.

Committee members are expected to attend all scheduled meetings of the Visual Arts Committee. Any member who has accumulated four (4) excused or three (3) unexcused absences from the Visual Arts Committee meeting in a one (1) year period may be removed from the committee by the Committee Chair. Excused absence is by calling or emailing the chair, by two hours prior to the scheduled meeting on the day of the meeting. A removed member shall have an opportunity for reinstatement by written request prior to the next committee meeting at the discretion of the Chair. A leave of absence may be granted at the discretion of the Chair.

Responsibilities and activities: (each chair will need to list these based on their specific focus): The following shall be the common recurring activities of the Committee in carrying out its purpose. These activities are set forth as a guide with the understanding that the Committee may diverge from this guide as appropriate given the circumstances.

- Determine what Visual Arts exhibits will be held at the Gallery during any one year
- Develop entry requirements for artists wishing to enter an exhibit
- Helps to develop the calendar of Visual Arts events for Gaylord Arts
- Has responsibility for physically changing out the artwork for an exhibit
- Create and develop art classes that can be taught at Gaylord Arts
- The Visual Arts Committee will act as a “link” between Gaylord Arts and other visual art organizations in the community
- The Visual Arts Committee will act as an ambassador between Gaylord Arts and various public agencies for visual arts projects occurring on locations not directly controlled by Gaylord Arts
- Working with staff, help maintain the overall appearance of the Gallery both inside and out
- Establish a yearly budget for specific activities to be submitted to the Finance Committee no later than August of the current fiscal year

Costs and Budgetary Restrictions

In designing visual arts programming, the committee should be mindful of costs and will work directly with the Gaylord Arts Executive Director to ensure expenditures align with the organizations’ approved current FY budget. If the committee deems an activity to be essential and it does not align with the current FY budget, the chair may make a request to the Board of Directors to amend the current FY budget. The committee shall create a yearly program schedule with projected costs/expenses and submit to the Finance Committee no later than August of the current Fiscal Year



Performing Arts Committee

Commission

The Performing Arts Committee is commissioned by the Board of Directors. It is a standing committee of the board of directors, meeting monthly, or as needed determined by the Chair of the Committee. It receives its authority from the board and its actions are subject to review and approval by the board. The committee has the authority to establish ad hoc groups from time to time as may be necessary to carry out its work. It is tasked with the responsibility of developing and implementing performing arts programming that aligns with community needs, and goals and objectives established by the program committee for all age groups. For purposes of this committee, performing arts is defined as art forms that are primarily performance-based in nature; such as singing, dancing, acting, playing musical instruments, story-telling, mime, etc.

Composition:

The Board of Directors shall appoint the Chair of the Performing Arts Committee. The Committee Chair shall be a member of the Board. The Committee chair, in consultation with the Executive Director, shall appoint other members of the committee with not more than 10 members. The term of service shall be three years. A member may serve multiple terms of service.

Committee members are expected to attend all scheduled meetings of the Performing Arts Committee. Any member who has accumulated four (4) excused or three (3) unexcused absences from the Performing Arts Committee meeting in a one (1) year period may be removed from the committee by the committee Chair. Excused absence is by calling or emailing the chair, by two hours prior to the scheduled meeting on the day of the meeting. A removed member shall have an opportunity for reinstatement by written request prior to the next committee meeting at the discretion of the Chair. A leave of absence may be granted at the discretion of the Chair.

Responsibilities and activities: (each chair will need to list these based on their specific focus): (each chair will need to list these based on their specific focus) The following shall be the common recurring activities of the Committee in carrying out its purpose. These activities are set forth as a guide with the understanding that the Committee may diverge from this guide as appropriate given the circumstances.

- Establish a budget of projected income and expenses for each major event held. Seeking to create self-supporting or supported by sponsors
- Organize, produce and hold Gaylord Arts sponsored Performing Arts events.
- Work to populate the Performing Arts Calendar.
- Act as a “link” between Gaylord Arts and the Performing Arts groups in the community.
- Create a “Round Table Network” for discussions on collaborative ways to explore all of our interests and concerns in moving forward in pursuit of a vibrant Performing ArtsA

Costs and Budgetary Restrictions

In designing performing arts programming, the committee should be mindful of costs and will work directly with the Gaylord Arts Executive Director to ensure expenditures align with the organizations’ approved current FY budget. If the committee deems an activity to be essential and it does not align with the current FY budget, the chair may make a request to the Board of Directors to amend the current FY budget. The committee shall create a yearly program schedule with projected costs/expenses and submit to the Finance Committee no later than August of the current Fiscal Year



Board Development Committee

Commission

The Board Development Committee is commissioned by the Board of Directors. It is a standing committee of the Board of Directors, meeting once per year or as needed. It receives its authority from the board and its actions are subject to review and approval by the board. The committee has the authority to establish ad hoc groups from time to time as may be necessary to carry out its work. It is tasked with the responsibility of seeking potential and nominating new board members, as well as developing board orientation and training opportunities where appropriate.

Composition:

The Board of Directors shall appoint the Chair of the Board Development Committee. The Committee Chair shall be a member of the Board. The Committee chair, in consultation with the Executive Director, shall appoint other members of the committee with not more than 10 members. The term of service shall be three years. A member may serve multiple terms of service.

Committee members are expected to attend all scheduled meetings of the Board Development Committee. Any member who has accumulated four (4) excused or three (3) unexcused absences from the Board Development Committee meeting in a one (1) year period may be removed from the committee by the committee Chair. Excused absence is by calling or emailing the chair, by two hours prior to the scheduled meeting on the day of the meeting. A removed member shall have an opportunity for reinstatement by written request prior to the next committee meeting at the discretion of the Chair. A leave of absence may be granted at the discretion of the Chair.

Responsibilities and activities: (each chair will need to list these based on their specific focus): The following shall be the common recurring activities of the Committee in carrying out its purpose. These activities are set forth as a guide with the understanding that the Committee may diverge from this guide as appropriate given the circumstances.

- Present nominations for vacancies on the Board.
- Develop and document the Board orientation process.
- Recruit members for the Board
- Identify and present training opportunities for the Board
- Review and recommend changes to the Bylaws and other policies as may be needed.
- Maintain new Board member orientation packet (with staff assistance).
- Train new Board members.
- Following the procedures defined in the Bylaws, the Committee identifies vacancies that occur due to board terms and present nominations for those positions. When a vacancy occurs mid-term, the Committee will present nomination(s) to fill those vacancies.
- Request information from those Board members interested in serving as officers and present nomination of officers of the Board for Board approval.

Costs and Budgetary Restrictions

The committee should be mindful of costs that may arise as they conduct their work. They will work directly with the Gaylord Arts Executive Director to ensure expenditures align with the organizations' approved current FY budget. If the committee deems an activity to be essential and it does not align with the current FY budget, the chair may make a request to the Board of Directors to amend the current FY budget.



Executive Committee

Commission: The Executive Committee is commissioned by the Board of Directors. It is a standing committee of the Board of Directors, meeting as needed. It receives its authority from the board and its actions are subject to review and approval by the board. Except for the power to amend the Articles of Incorporation and Bylaws and other issues as listed in the Bylaws. The Executive Committee shall have all of the powers and authority of the Board of Directors. The committee has the authority to establish ad hoc groups from time to time as may be necessary to carry out its work. It is tasked with the responsibility of conducting any business of the Board between meetings on issues that must be addressed between the full Board meetings.

Composition

The Executive Committee is made up of the four officers of the Board of Directors:

- President
- Vice-President
- Treasurer
- Secretary

Responsibilities and activities: (each chair will need to list these based on their specific focus) The following shall be the common recurring activities of the Committee in carrying out its purpose. These activities are set forth as a guide with the understanding that the Committee may diverge from this guide as appropriate given the circumstances.

- Oversee the performance of the Executive Director or Arts Manager.
- Make recommendations to the Board of Directors regarding actions pertaining to the employment status of the Executive Director/Arts Manager and/or salary adjustments, subject to Board approval.
- Interview and hire the Executive Director/Arts Manager and/or make recommendations to the Board on the same.
- Review confidential information received from potential "Service Providers" on the background check acknowledgement form and results, as specified in Gaylord Arts' policy for conducting background checks.

Costs and Budgetary Restrictions

The committee should be mindful of costs that may arise as they conduct their work. They will work directly with the Gaylord Arts Executive Director to ensure expenditures incurred during the course of their work align with the organizations' approved current FY budget.



Finance Committee

Commission

The Finance Committee is commissioned by the Board of Directors. It is a standing committee of the Board of Directors, meeting monthly at least one week prior to the upcoming Board of Directors monthly meeting. It receives its authority from the board and its actions are subject to review and approval by the board. The committee has the authority to establish ad hoc groups from time to time as may be necessary to carry out its work. It is tasked with the responsibility to review Gaylord Area Council for the Arts' financial policies and practices, strategies and capital structure / capital allocation and take such action and make such reports and recommendations to the Board of Directors (the "Board") as it deems advisable.

Composition

The Chair of the Committee shall be the current Gaylord Area Council for the Arts' Treasurer. The Board President shall be a member of the committee. The Chair of the committee in consultation with the Executive Director, shall appoint other members of the committee with not more than 10 members. The term of service shall be three years. A member may serve multiple terms of service.

Committee members are expected to attend all scheduled meetings of the Finance Committee. Any member who has accumulated four (4) excused or three (3) unexcused absences from the Finance Committee meeting in a one (1) year period may be removed from the committee by the committee Chair. Excused absence is by calling or emailing the chair, by two hours prior to the scheduled meeting on the day of the meeting. A removed member shall have an opportunity for reinstatement by written request prior to the next committee meeting at the discretion of the Chair. A leave of absence may be granted at the discretion of the Chair.

Responsibilities and activities: (each chair will need to list these based on their specific focus) The following shall be the common recurring activities of the Committee in carrying out its purpose. These activities are set forth as a guide with the understanding that the Committee may diverge from this guide as appropriate given the circumstances.

- Set the overall financial plan for the organization
- Develop an annual budget for the board's approval
- Ensure the organization meets all government and grantor financial requirements

Costs and Budgetary Restrictions

The Committee has the authority to retain outside advisors, including legal counsel or other experts, as it deems appropriate, however, the committee should be mindful of costs that may arise as they conduct their work. They will work directly with the Gaylord Arts Executive Director to ensure expenditures incurred during the course of their work align with the organizations' approved current FY budget. If the committee deems an activity to be essential and it does not align with the current FY budget, the chair may make a request to the Board of Directors to amend the current FY budget.



Fund Development Committee

Commission: The Fund Development Committee is commissioned by the Board of Directors. It is a standing committee of the Board of Directors, meeting approximately four times per year or more frequently as determined by the Chair of the committee. It receives its authority from the board and its actions are subject to review and approval by the board. The committee has the authority to establish ad hoc groups from time to time as may be necessary to carry out its work. It is tasked with the responsibility of ensuring financial viability and stability as it aligns with the strategic plan. The committee seeks potential source contributor support to encourage the sustainable growth of the organization.

Composition

The Board of Directors shall appoint the Chair of the Fund Development Committee. The Committee Chair shall be a member of the Board. The Committee chair, in consultation with the Executive Director, shall appoint other members of the committee with not more than 10 members. The term of service shall be three years. A member may serve multiple terms of service.

Committee members are expected to attend all scheduled meetings of the Fund Development Committee. Any member who has accumulated four (4) excused or three (3) unexcused absences from the Fund Development Committee meeting in a one (1) year period may be removed from the committee by the committee Chair. Excused absence is by calling or emailing the chair, by two hours prior to the scheduled meeting on the day of the meeting. A removed member shall have an opportunity for reinstatement by written request prior to the next committee meeting at the discretion of the Chair. A leave of absence may be granted at the discretion of the Chair.

Responsibilities and activities: The following shall be the common recurring activities of the Committee in carrying out its purpose. These activities are set forth as a guide with the understanding that the Committee may diverge from this guide as appropriate given the circumstances.

- Develop long-term and annual fundraising plans that will generate the funds needed to meet the organization's fundraising goal which includes working with staff to develop, review and provide input regarding member and sponsor benefits
- Cultivate potential sources of contributed support as well as encourage the creation of sustainable revenue growth in three main areas: a. Earned revenue (i.e., special events, art sales, ticket sales, programs, etc.)
 - Private support (i.e., membership dues, donations, grants from private foundations)
 - Public support (i.e., local, state and federal grants and programs, endowment funds)
- Develop a plan for involving Board members in the non-grant fundraising activities of the organization.
- Investigate new fundraising projects, activities, and ideas for possible use in the future.
- Annually submit objectives as part of the planning and budgeting process.
- Submit regular reports to the Board on the progress of fund development activities.

Costs and Budgetary Restrictions

In designing fund-raising activities, the committee should be mindful of costs and will work directly with the Gaylord Arts Executive Director to ensure expenditures align with the organizations' approved current FY budget. If the committee deems an activity to be essential and it does not align with the current FY budget, the chair may make a request to the Board of Directors to amend the current FY budget. The committee shall create a funding program schedule with projected costs/expenses and submit to the Finance Committee no later than August of the current Fiscal Year



Operations Committee

Commission

The Operations Committee is commissioned by the Board of Directors and tasked with the responsibility of maintaining the physical premises of the Gaylord Arts “Gallery” located on 125 E. Main Street. It is a standing committee of the Board of Directors, meeting approximately once per year. It receives its authority from the Board and its actions are subject to review and approval by the Board. The committee has the authority to establish ad hoc groups from time to time as may be necessary to carry out its work.

The Operations Committee is commissioned by the Board of Directors. It is a standing committee of the Board of Directors, meeting approximately four times per year and more frequently as determined by the Chair of the committee. It receives its authority from the board and its actions are subject to review and approval by the board. The committee has the authority to establish ad hoc groups from time to time as may be necessary to carry out its work. It is tasked with the responsibility of maintaining the physical premises of the Gaylord Arts “Gallery” located on 125 E. Main Street.

Composition

The Board of Directors shall appoint the Chair of the Operations Committee. The Committee Chair shall be a member of the Board. The Committee chair, in consultation with the Executive Director, shall appoint other members of the committee with not more than 10 members. The term of service shall be three years. A member may serve multiple terms of service.

Committee members are expected to attend all scheduled meetings of the Operations Committee. Any member who has accumulated four (4) excused or three (3) unexcused absences from the Education Committee meeting in a one (1) year period may be removed from the committee by the committee Chair. Excused absence is by calling or emailing the chair, by two hours prior to the scheduled meeting on the day of the meeting. A removed member shall have an opportunity for reinstatement by written request prior to the next committee meeting at the discretion of the Chair. A leave of absence may be granted at the discretion of the Chair.

Responsibilities and activities: (each chair will need to list these based on their specific focus) The following shall be the common recurring activities of the Committee in carrying out its purpose. These activities are set forth as a guide with the understanding that the Committee may diverge from this guide as appropriate given the circumstances.

- Perform maintenance and minor repairs on the Gallery
- Periodically assess the overall condition of the Gallery and report findings to the Board
- Perform and arrange for seasonal responsibilities like snow removal, weeding, etc.
- Work with the Executive Director to make sure the Gallery is operating properly and efficiently
- Establish a yearly Gallery maintenance budget and submit to the Finance Committee no later than August of the current FY.

Costs and Budgetary Restrictions

The Operations Committee should be mindful of costs and will work directly with the Gaylord Arts Executive Director to ensure expenditures align with the organizations’ approved current FY budget. If the committee deems an activity to be essential and it does not align with the current FY budget, the chair may make a request to the Board of Directors to amend the current FY budget. The committee shall create a yearly schedule with projected costs/expenses and submit to the Finance Committee no later than August of the current Fiscal Year.