

# Gaylord Area Council for the Arts

## 2022 Board Committees

### 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. Its actions are subject to review and approval by the Board

#### **Composition**

The Chair of the Board of Directors shall appoint the Chair of the Board Development Committee. The Chair of the committee must be a board member. The Chair will appoint the other members of the Committee. The term of service is three years. A member may serve multiple terms of service.

#### **Goals and Duties**

1. Present nominations for vacancies on the Board.
2. Develop and document the Board orientation process.
3. Recruit members for the Board
4. Identify and present training opportunities for the Board
5. Review and recommend changes to the Bylaws and other policies as may be needed.
6. Maintain new Board member orientation packet (with staff assistance).
7. Train new Board members.
8. 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.
9. 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**

#### **Meets**

The Committee will meet as needed.

### Education Committee

#### **Commission**

The Education Committee is commissioned by the Board of Directors. It is a standing committee of the Board of Directors. Its actions are subject to review and approval by the Board

#### **Composition**

The Chair of 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 staff, shall appoint other members of the Committee including at least one member each from the Performing Arts Committee and the Visual Arts Committee. In addition, it is at the discretion of the Chair to include at least one or more Student Ambassadors as well as teaching musicians and artists. The term of service shall be three years. A member may serve multiple terms of service. Unless a co-Chair is appointed, a Vice Chair will be appointed from the committee. 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.

### **Goals and Duties**

1. The committee chairperson will be appointed by the board and will be a member of the board of directors.
2. Develop and institute art educational programming that aligns with the goals and objectives established by the program committee for all age groups
3. 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.)
4. To teach how to understand and evaluate art forms created by others.
5. To review educational programming annually and make recommendations to the Programming Committee.
6. To recommend changes in educational programs if deemed necessary.
7. To recommend facility equipment needs and replacement.
8. Review program policies and procedures annually.
9. Develop a comprehensive promotion plan that focuses on program participation retention and growth.
10. Recommend the elimination of programs when necessary.
11. Establish a yearly budget for education program specific activities to be submitted to the Finance Committee no later than August of the current FY year.
12. Works with area artists to introduce the public to community artists.
13. Enlists volunteers to assist teachers during programs.

### **Costs and Budgetary Restrictions**

In designing the programming, the Education 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 Education 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 establish a yearly budget and submit to the Finance Committee no later than August of the current Fiscal Year.

**Meets** Approximately 4 times per year or as needed.

### **Executive Committee**

#### **Commission**

The Executive Committee is commissioned by the Board of Directors. It is a standing committee of the Board of Directors. Its actions are subject to review and approval by the Board

#### **Composition**

The Executive Committee is made up of the four officers of the Board of Directors – President, Vice-President, Secretary and Treasurer

#### **Goals and Duties**

They are responsible for conducting any business of the Board between meetings on issues that must be addressed between the full Board meetings. Except for the power to amend the Articles of Incorporation and Bylaws and other issues listed below, the Executive Committee shall have all of the powers and authority of the Board of Directors. They shall be responsible for overseeing the performance of the Executive Director or Arts Manager. They will make recommendations to the Board of Directors regarding actions pertaining to the employment status of that person and/or salary adjustments, subject to Board approval. They will handle interviewing and hiring the person in that position and make recommendations to the Board on the same. The Executive Committee will also review confidential information received from potential “Service Providers” on the “Background Check Acknowledgement Form” and ICHAT results, as specified in GACA’s Policy for Conducting Background Checks.

#### **Costs and Budgetary Restrictions**

#### **Meets**

On an as-needed basis.

### **Finance Committee**

#### **Commission**

The Finance Committee is commissioned by the Board of Directors. It is a standing committee of the Board of Directors. Its actions are subject to review and approval by the Board

#### **Composition**

The committee shall be composed of the Board President, Treasurer and Executive Director.

#### **Goals and Duties**

Finance Committee’s duties include:

1. Setting the overall financial plan for the organization
2. Developing a budget for the board’s approval
3. Meeting and following all government financial requirements

#### **Costs and Budgetary Restrictions**

#### **Meets**

The committee will meet monthly before the monthly Board meeting.

## **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. Its actions are subject to review and approval by the Board

### **Composition**

The Chair of 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. The term of service shall be three years. A member may serve multiple terms of service. Unless a co-Chair is appointed, a Vice Chair will be appointed from the committee. 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.

### **Goals and Responsibilities**

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

1. Cultivate potential sources of contributed support as well as encourages the creation of sustainable revenue growth in three main areas:
  - a. Earned revenue (i.e., special events, art sales, ticket sales, programs, etc.)
  - b. Private support (i.e., membership dues, donations, grants from private foundations)
  - c. Public support (i.e., local, state and federal grants and programs, endowment funds-GA Donor Advised Fund @ Otsego Community Foundation, corporate giving program)
2. Develop a plan for involving Board members in the non-grant fundraising activities of the organization.
3. Investigate new fundraising projects, activities, and ideas for possible use in the future.
4. As needed, create ad hoc-committees to successfully carry out the fundraising events and activities that are part of the fundraising plan.
5. Supervise the functions of the sub-committees.
6. Annually submit objectives as part of the planning and budgeting process.
7. Submit regular reports to the Board on the progress of fund development activities.
8. Annually evaluate its work as a committee and the objectives it has committed itself and report on it to the Board of Directors.
9. Report to the Board of Directors at regular meetings of the Board in a manner determined by the Board.

## **Costs and Budgetary Restrictions**

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 operations 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 establish a yearly budget and submit to the Finance Committee no later than August of the current Fiscal Year.

**Meets** approximately four times per year, more frequently as determined by the Chair of the Committee

### ***Needed? General Purpose***

*The Fund Development Committee leads the board's participation in resource development and fund raising. The committee works with the staff and the Finance Committee to develop the organization's fund development plan. The committee proposes policies and develops plans, procedures, and schedules for board involvement in fund raising. It helps educate board members about the resources needed to realize the organization's plans and fulfill its mission. It familiarizes board members with fund raising skills and techniques so that they are comfortable raising money. The committee is the board's central source of information about the fund-raising climate in general, and about the status of the organization's fund-raising activities in particular. The committee plays a strong role in identifying, cultivating, and approaching major donors.*

## **Operations Committee**

### **Commission**

The Operations Committee is commissioned by the Board of Directors. It is a standing committee of the Board of Directors. Its actions are subject to review and approval by the Board

### **Composition**

The Chair of 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. The term of service shall be three years. A member may serve multiple terms of service. Unless a co-Chair is appointed, a Vice Chair will be appointed from the committee. 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.

### **Goals and Duties**

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

### **Meets**

Approximately four times per year or As needed

## **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. Its actions are subject to review and approval by the Board

### **Composition**

The Chair of 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. The term of service shall be three years. A member may serve multiple terms of service. Unless a co-Chair is appointed, a Vice Chair will be appointed from the committee. 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.

### **Goals and Duties**

- Establish a budget of projected income and expenses for each major event held. It is hoped that most events will eventually be 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 Arts Community.

### **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 establish a yearly budget and submit to the Finance Committee no later than August of the current Fiscal Year.

**Meets** approximately four times per year or as needed.

## **Program Committee**

### **Commission**

The Program Committee is commissioned by the Board of Directors. It is a standing committee of the Board of Directors. Its actions are subject to review and approval by the Board

### **Composition**

The Chair of 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 term of service shall be three years. A member may serve multiple terms of service. Unless a co-Chair is appointed, a Vice Chair will be appointed from 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 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.

### **Goals and Duties**

1. The committee chairperson will be appointed by the board and will be a member of the board of directors.
2. To review programming annually and make recommendations to the board in coordination with the Finance Committee and the Creative Pursuit Advisory Committee.

3. To periodically review and evaluate program participant satisfaction.
4. To recommend changes in program services if deemed necessary.
5. To recommend facility equipment needs and replacement.
6. Review program policies and procedures annually.
7. Develop a comprehensive promotion plan that focuses on program participation retention and growth.
8. 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
9. Recommend the elimination of programs when necessary.
10. Establish a yearly budget for program specific activities to be submitted to the Finance Committee no later than August of the current FY year.

### **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 establish a yearly budget and submit to the Finance Committee no later than August of the current Fiscal Year.

### **Meets**

Approximately four times per year or As needed

## **Visual Arts Committee**

### **Commission**

The Board Development Committee is commissioned by the Board of Directors. It is a standing committee of the Board of Directors. Its actions are subject to review and approval by the Board

### **Composition**

The Chair of 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. The term of service shall be three years. A member may serve multiple terms of service. Unless a co-Chair is appointed, a Vice Chair will be appointed from the committee. 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 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.

### **Goals and Duties**

- 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
- Develops 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 the liaison between Gaylord Arts and other visual art organizations in the community
- The Visual Arts Committee will act as the go-between between Gaylord Arts and various public agencies for visual arts projects occurring on locations not directly controlled by Gaylord Arts
- Working with the Executive Director, 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 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 establish a yearly budget and submit to the Finance Committee no later than August of the current Fiscal Year.

### **Meets**

On the first Tuesday of the month

---