



Committee Mandates

The Board of Directors of the Scugog Council for the Arts is a governing board and is supported by committees with responsibilities for operations of the organization. It is our aim that all committee members develop a comprehensive knowledge of the organization's mission statement & mandate, objectives and programs through the reading of our strategic plan. We hope to have committee members with a strong sense of purpose toward fulfilling the purpose of the Scugog Council for the Arts.

2018 - 2020 Committees

- Programs and Events Committee
- Communication Committee
- Volunteer and Membership Committee
- Gallery and Exhibition Committee
- Grants, Fundraising & Sponsorship Committee
- Strategic Planning Committee
- Nomination Committee
- Executive Committee, includes roles of Finance Committee and Human Resources Committee.

2018 - 2020 Committee Structure and Mandates for all Committees

- Every committee member is expected to be a member of the Scugog Council for the Arts.
- Review proposed mandates and update or rewrite as desired to present to board for approval
- Review Strategic Plan for all items listed as Committee responsibilities, or where committees deem that they have a role to play, and create an action plan for these items and any other goals the committee feels it wants to reach, and present plan to board for approval
- Quarterly or monthly reports to the board are required depending on the committee, with references to Strategic Plan and Committee Action Plans
- Each committee has a Director of the Board on it, although that Director does not need to be the Chair of the committee. The President and Arts Administrator are ex officio members of all committees.
- Committees are responsible for creating and carrying out their own plans and budgets. Plan must be written up in our charter template. Every plan must also have a budget, and if there is no need for a budget the charter must state this clearly.
- All plans and budgets must be presented at a Board meeting, for input and approval. All expenditures must be approved in advance.

Programs and Events Committee

Primary Role:

- Develop and implement programs, activities and events that support the strategic plan of the organization on an annual basis.
- Provide leadership, direction and oversight for all programming initiatives approved by the Board.
- Review and use Charter format for all programs and events
- Develop working groups for specific programs or events as needed

Member Competencies include:

- Arts and cultural programming experience or a keen interest in developing these skills
- Computer software and social media skills

Communications Committee

Primary Role:

- Develop and implement marketing and promotion plans to support the activities of the organization based on available resources.
- Create social media plan and manage content and conversations
- Create unpaid media list and action plan, implement plan
- Develop plan and budget for paid media and marketing materials for 2019 and beyond
- Further develop website content and functionality to 2019 standards
- Develop updated e-newsletter format and e-blast format and organize volunteers to develop content

Member Competencies include:

- Marketing and promotion experience including website and social media management
- Public relations, communications, writing skills, and effective relationship building skills.
- Computer graphics literacy.

Membership and Volunteer Committee

Primary Role:

- Build awareness and support for the organization through membership development
- Develop, coordinate and supervise membership development and benefits to support the strategic and financial goals of the organization.
- Provide leadership, direction and oversight for all membership initiatives approved by the Board.
- Test and build membership on-line application and renewal improvements
- Update artist profile support using on-line application improvements
- Support the programs and activities of the organization through the development and coordination of volunteer resources.
- Provide leadership, direction and oversight for all volunteer initiatives approved by the Board.
- Develop job descriptions for volunteer job roles
- Enhance volunteer recruitment on website and in social media

Member Competencies include:

- Thorough understanding of the SCA strategic plan and committee mandates
- Communication skills.

Gallery and Exhibition Committee

Primary Role:

- Organize who takes on the roles of Curator, Preparator, Gallery Sitters, Communications
- Organize an annual calendar of exhibitions at the Scugog Council for the Arts and for alternative exhibitions that may take place in other spaces in Scugog.
- Search out and communicate with potential artists for solo or combined exhibitions.
- Organize an Annual Juried Show including jurors and jury process.
- Encourage artists to join our mailing list and to participate in juried shows and member group shows.
- Write copy and provide digital images for all exhibitions to Arts Administrator and Communications Committee for use on website, e-news, social media and print.
- Hang and display art for exhibition.
- Create labels for all items on exhibition
- Organize opening receptions
- Train Gallery Sitters

Member Competencies include:

- Artistic flair and passion for presenting visual art
- Communication skills
- Computer software skills

Grants, Fundraising & Sponsorship Committee

Primary role:

- Develop, coordinate and supervise fundraising objectives to support the strategic and financial goals of the organization with our major fundraiser for 2019 being Art Party. This can be a sub-committee.
- Build awareness and philanthropic support for the organization
- Provide leadership, direction and oversight for all grant, fundraising and sponsorship initiatives approved by the Board.
- create a plan for grant applications
- develop ongoing list of grant opportunities
- make grant applications
- complete sponsorship plan and implement it, keep updated sponsorship contact list
- Meet with potential sponsors, develop suitable program matches
- organize Spark the Arts Grants Committee as a working group of this committee, update its existing mandate
- recruit volunteers with specific skills and community networks
- build plan for donations including use of Canada Helps website

Member Competencies include:

- Fundraising and marketing related experience (cultural, public and or business).
- Public relations and effective relationship building and stewardship skills.
- Experience with funders and grant writing

Board Member Roles and Responsibilities

- Maintain membership in the Scugog Council for the Arts
- Understand and demonstrate the legal and fiduciary responsibilities of a not for profit corporation Director.
- Attend and participate in regularly scheduled board meetings and the Annual General Meeting (April)
- Sit and actively participate on at least one committee.
- Participate in committee meetings and actively contribute to the deliverables.
- Understand the by-laws of the corporation.
- Pledge to support the organization financially through active support of the organization's fundraising goals.
- Attend and/or support the special events and programs of the organization.
- Review more current board management practices and develop annual review process
- Interest in the arts, and it would be an asset to have familiarity with arts and cultural activities on all levels locally and regionally.

Executive Committee

The members of the Executive Committee are the President, Past-President, Vice-President, Treasurer, Secretary and Arts Administrator.

Primary role:

- Advise and/or make recommendations to the Board on matters relating to legal obligations, organizational alignment, accountability and management.
- Manage formal communications and situations of an urgent nature that may arise between Board meetings.
- Communicate with other committees and members on behalf of the organization in a way that fosters clarity, commitment, execution and strong relationships.
- Create an annual report on organizational activities and effectiveness.
- Organize writing and/or updating of policies and procedures

Member Competencies include:

- Primary leadership role in organization.
- Familiarity with arts and cultural activities on all levels locally and regionally.

Finance Committee (2018 - part of Executive Committee)

Primary role:

- Coordinate all financial aspects of the organization (budgets, financial policies, investments, audits) to support the organization's mission statement, mandate and objectives.
- Create 3-year budgets starting with 2019

Member Competencies include:

- Ability to strategically analyze financial issues.
- Financial and business management expertise and experience.
- Conversant with budgeting processes, cash flows, financial statements, accounting systems and the audit process.

Human Resources Committee (2018 - part of Executive Committee)

Primary role:

- Coordinate overall operations of the organization.
- Develop staff plan for 2019-2022
- Write Human Resource Policy
- Set up and deliver performance management system
- Include recognition in policy that senior staff manages other staff

Member Competencies include:

- Human resources management experience in NFP and for profit sectors.

Strategic Planning Committee

Primary Role:

- Coordinate the Strategic Planning process for the organization.
- Communicate with other committees and members on behalf of the organization in a way that fosters clarity, commitment, execution and strong relationships.

Member Competencies include:

- Strategic planning skills, creativity, creative problem solving skills, communication skills

Nomination Committee

Members include the President, Vice President and Arts Administrator.

Primary Role:

- Provide direction and support for objectives of the organization through the effective recruitment and human resources management of the Board of Directors.
- Provide an annual report on principal position responsibilities, performance objectives, results, recruitment/training/succession planning of the Board of Directors.
- To provide direction and support for objectives of the organization through effective recruitment and human resources management of the Board of Directors.
- To provide an annual report on principal position responsibilities, performance objectives, results, recruitment/training/succession planning of the Board of Directors.
- To annually coordinate the recruitment plan for new Board of Directors.
- To ensure that the nomination and election procedures as written in the by-laws are properly followed.
- To provide comprehensive recruitment, training and orientation packages for SCA Board of Directors.
- To oversee the recruitment, training, orientation, education, evaluation and retirement of SCA Board Directors and provide recommendations to the Board of Directors in these areas as necessary.
- To develop and implement policies and budgets that relate to Board Development and the Board membership process.

Member Competencies include:

- Effective public relations and relationship building skills.
- Thorough understanding of by-laws, strategic plan and the needs of the organization