



CARFAC
BRITISH COLUMBIA

CARFAC BC Board of Directors Terms of Reference

Updated May 05, 2021

CARFAC BC Mission: To support and raise the socio-economic status of visual artists in British Columbia by:

1. Advocating on behalf of the visual arts sector
2. Providing information to artists and non-artists on the rights of artists on issues of copyright, exhibition and reproduction
3. Promoting the development of a cohesive provincial visual arts sector by developing communication tools and liaising between regional visual arts associations, cultural organizations, art galleries and the public.
4. Advancing awareness of the visual arts in the province
5. Acting as a spokesperson on issues specific to visual artists
6. Serving as a communication link between CARFAC BC members and CARFAC, the national visual arts service organization
7. Holding educational workshops throughout the year to address the needs of visual artists and their development.
8. Giving visual artists the ability to speak with a unified voice.

Responsible to: Board President

Core Principle: A volunteer working Board of Directors writes, governs, and implements the policies and actions of CARFAC BC and supports the work of CARFAC BC staff. Board members are responsible for supporting CARFAC BC's mission both internally and in the community. The Board hires staff for coordination and implementation. The best working structure is an open and honest team based relationship. Service as a member of the Board of Directors requires time, dedication, and commitment to the aims and purpose of the organization. Recognition of and the sharing of work is paramount to our success.

Authority and Responsibility: CARFAC BC's Board Members act in a position of trust for the community, are responsible for the effective governance of CARFAC BC and follow through on specific committee recommendations approved by the Board. Board members are responsible for fiduciary stewardship and strategic leadership, ensuring that CARFAC BC acts in accordance with its mission, values, bylaws and internal strategic documents. Board members are not appointed to manage CARFAC BC, but to provide supplemental skills and external perspectives to the work of staff as well as project recommendations via their committees' work.

Responsibilities:

1. Be committed to the mission and work of CARFAC BC.
2. Be prepared to contribute their time as a member of a working Board. In addition, directors should willingly contribute their expertise to further the aims of the organization in the areas of board governance, finance, marketing, sponsorship, programming, personnel, and/or advocacy.
3. Advocate on behalf of the organization. Directors must be prepared to promote the views of the organization in order to secure funding, legislation and other support for the organization. This requires an informed board member.
4. Provide fiscal stewardship and strategic leadership to CARFAC BC;
5. Participate on at least one committee: Fundraising & Resource Development, Communications, Advocacy. Committees may meet approximately monthly depending on needs. Committee meetings are the place where key issues are discussed, analyzed and resolved. Recommendations for Board action are formulated at the Committee level.
6. Participate in recruiting, hiring, and supporting the work of the Staff.
7. Attend scheduled Board meetings and stay informed about the affairs of CARFAC BC by reading the materials prepared in advance of meetings, newsletters, and e-mail bulletins, and being prepared to discuss the issues at hand.
8. Approve the organization's annual budget.
9. Support and attend, when possible, CARFAC BC programming and special events; assist in developing and maintaining positive relations among stakeholders and the community.
10. Help recruit new CARFAC BC members and Board members and help to provide orientation to incoming Board Members.
11. Ensure compliance with regulations and accrediting bodies.

Board members are required:

- To maintain membership in good standing of CARFAC BC;
- To contribute 5–8 hours per month as a member of a working Board, or more, dependent on Executive or Committee role;
- To comply with the Conflict of Interest Policy. Individual agendas must be subordinate to the aims of the organization;
- To attend regularly scheduled Board meetings. Absence from four consecutive regularly scheduled Board meetings will require the resignation of a Board Member.

Candidates should have a strong commitment to CARFAC BC's mission, vision, and values and a demonstrated passion for the arts. Professional visual and media artists who are social justice-minded and have demonstrated their commitment to community organizing are highly desirable candidates.

Experience working with organizational finances, or legal or labour matters concerning artists and are considered assets.

Previous volunteer experience in the nonprofit sector, especially at committee or Board level, is recommended but not essential.

Board meetings are usually conducted by conference call (Zoom) up to 10 times per year, and members are expected to volunteer additional time serving on committees where they act as liaison to the Board for giving recommendations, assisting with programming or fundraising, or providing additional support to staff of CARFAC BC.

Equity, Diversity, and Inclusion:

CARFAC BC is committed to the values of equity, diversity, and inclusion, and is working to improve the accessibility of CARFAC BC's programs and services to all visual artists. CARFAC BC strives to be an inclusive and safe space for all, and to accurately reflect the diversity of the various arts communities that we serve. We strongly encourage applications from artists who are members of marginalized and/or underserved/underrepresented communities, especially individuals who identify as: First Nations, Metis, or Inuit, or people of colour; diverse gender and sexual identities (including LGBTQ2+); people living with dis/ability, etc.

Term:

Board Members are elected by the membership at the Annual General Meeting, or appointed by the Directors at a board meeting. Elected Board Members serve for a two-year term, or the term available for the seat as indicated in the bylaws. Appointed Board Members serve until the next Annual General Meeting, but if they wish to continue as a Board Member can put their names forward for election at that Annual General Meeting. Upon resignation, Board Members are asked to provide at least three months' notice and to make reasonable efforts to suggest potential prospective board members.