

PEACE - LIARD REGIONAL ARTS COUNCIL

FRAMEWORK POLICY

I. STATEMENT OF CULTURAL CONTEXT AND CHALLENGE

The Peace - Liard Regional Arts Council was incorporated in 1989 for the purpose of broadening the opportunities for the residents of the Peace - Liard regions to enjoy and participate in arts activities.

A. Characteristics of the region

There are several underlying physical conditions in the region which make the work of the regional arts council a challenge. The factors which influence the success of the activities carried out by this group are:

1. The geographical distance between the major communities of Fort Nelson, Fort St. John, Dawson Creek, Chetwynd, Hudson's Hope and Tumbler Ridge. Travelling between these communities takes time and consideration of the sometimes rough road conditions.
2. The extreme winter weather conditions in the region.
3. The small populations concentrated in each of the major centres as well as the rural populations served by each centre.
4. The transient populations in many of the centers.
5. The makeup of much of the population. A "frontier" mentality in much of the population in the region has been identified. Many of its people are realists, survivors of harsh conditions, independent thinkers who take pride in doing things themselves, and people who will pull together only in a crisis or a strong issue of mutual concern.

B. Needs

There are definite needs which must be addressed by the regional arts council in order to carry out the council's activities. These needs are:

1. Communication between the community arts councils and other cultural agencies in the region.
2. Co-operation amongst the cultural groups as to how to best get the job done.
3. Co-ordination between the various community arts councils and cultural organizations so efforts aren't duplicated or omitted and so activities don't conflict.

C. Key Issues

In order for the Peace - Liard Regional Arts Council to meet its mandate (or purpose for being established), the following issues have been identified to assist the regional arts council in focusing its vision and providing relevant leadership. Some of these issues are reflected in the objectives of the society's constitution.

1. CULTURAL LEADERSHIP:

- a. To assist in coordinating arts programs of individuals, cultural associations, organizations and communities.
- b. To provide support services to community arts organizations.
- c. To communicate and act as a clearing house for information on regional arts programs, issues, and activities.
- d. To foster co-operation between individuals and groups on arts related matters.
- e. To help arts groups in the region become more aware of their responsibilities as cultural trustees.

- f. To develop skilled and knowledgeable trustees who speak a common language within the region and the province of British Columbia.

2. CULTURAL POLICY

- a. To establish a process for the development of comprehensive cultural framework, governance and operational policies for the regional and community arts councils which the region serves in order to ensure their long-term stability and relevance and in order to further stimulate cultural activity in the region.
- b. To bring to the attention of civic and provincial authorities the cultural needs of the Peace - Liard regions.
- c. To liaise with various levels of government, foundations, and private organizations on arts related matters and to encourage in these organizations the development of cultural policy.
- d. To inform the membership, the public and the government on issues pertaining to the advancement of the arts.

3. CULTURAL RECOVERY

- a. To foster interest and pride in the cultural heritage of the Peace - Liard regions.
- b. To encourage public support, appreciation and participation in securing a positive future for the region's cultural programs, cultural workers, and cultural artifacts.
- c. To develop an informed public, knowledgeable of its past and present conditions, to secure the public plan of cultural expression within the social contexts of education, tourism, recreation, the economy and culture.

4. CULTURAL DEVELOPMENT

- a. To stimulate and encourage the development of cultural projects and activities within the region.
- b. To help facilitate opportunities for artists to celebrate, develop and share their work within the region.
- c. To foster an understanding and appreciation of and enlist public interest in the arts.

5. MULTICULTURAL DEVELOPMENT

To recognize the value of all cultures within the broader context of Canadian culture and to enhance the profile of artists within these cultures so that their work will be recognized and valued throughout the communities in the Peace - Liard regions.

6. REPOSITIONING

To reposition the arts and artistic activity at the centre of community, regional and provincial life in B.C. with special emphasis on the repositioning in our public education system.

D. Mission

In carrying out these objectives, the Peace - Liard Regional Arts Council will focus its activities on achieving the following mission:

The arts organizations of the regions will be served by knowledgeable and skilled trustees who will raise the awareness of the public so that all may take part in shared cultural opportunities. The members of the cultural groups will define the "arts" and encourage the development and acceptance of the arts so that they become a valid part of personal and community life in the Peace - Liard regions.

II. STATEMENT OF TARGET FOCUS - PARTNERS

The Peace - Liard Regional Arts Council seeks to bring about its mission in partnership with:

- A. Community Arts Councils in the Peace - Liard regions.
- B. The Assembly of B.C. Arts Councils.
- C. Municipal, provincial and federal governments.
- D. Regional Districts.
- E. School Districts in the regions (#59, #60 and #81) and other educational institutions (such as Northern Lights College and Emily Carr College) responsible for establishing educational arts policies.
- F. Northeast Development Region/Ministry of Regional and Economic Development.
- G. The B.C. Touring Council.
- H. Trustees of arts service organizations in the Peace - Liard region which are registered as not-for-profit societies.
- I. Trustees of professional and amateur dance, literary, music, theatre and visual arts organizations in the Peace - Liard region which are registered as not-for-profit societies.

III. STATEMENT OF AIMS

In order to establish our mission, we require our partners to accomplish the following aims outlined below.

- A. The Peace - Liard Regional Arts Council working in partnership with the community arts councils in the Peace - Liard regions will:
 1. establish framework, governance, and operational policies for their organizations.
 2. increase artistic activity in the communities of the region.

3. take part in shared advocacy activities in the communities of the regions so as to:
 - a. increase residents' awareness of the arts as a part of daily life.
 - b. remove a perceived elitism from cultural activities so that people may understand what and where culture is.
 - c. attract more professionals who will become permanent residents in the north such as art teachers, service personnel and the like.
- B. The Peace - Liard Regional Arts Council working in partnership with the Assembly of B.C. Arts Councils will provide foundations and leadership workshops so as to elevate the training of the trustees and volunteers in the regions.
- C.1 The Peace - Liard Regional Arts Council working in partnership with the municipal governments of the region will:
 1. establish cultural policies based on the framework policies of the arts organizations in the communities and the operational issues affecting the advancement of the cultural sector of the communities.
 2. improve the appearance of the communities in the Peace - Liard region; increase pride in the communities.
 3. raise the value of the arts in the communities so the rate payers will support cultural issues.
- C.2 The Peace - Liard Regional Arts Council working in partnership with the Cultural Services Branch of the provincial government will establish a cultural policy which will provide for regional cultural coordinators.
- D. The Peace - Liard Regional Arts Council working in partnership with the Regional Districts will:
 1. as public trustees, administer adequate funding to support the arts activities of the region.
 2. develop a cultural policy for the regions.

3. raise the image of the Peace - Liard regions within the province.
- E. The Peace - Liard Regional Arts Council working in partnership with the School Districts in the regions (#59, #60 and #81) and other educational institutions serving the region will:
1. provide increased community/school offerings such as co-operatives, artists in residence, and the like.
 2. provide children and adults with a broader view of career choices in the cultural sector.
 3. expand arts education offerings in the schools and colleges.
 4. establish operational policies for their arts programs.
 5. Build potential audiences for the future.
- F. The Peace - Liard Regional Arts Council working in partnership with Northeast Development Region/Ministry of Regional and Economic Development will:
1. see that the arts have a place in the economic dialogue of the region.
 2. establish the arts in our region as a viable economic entity.
- G. The Peace - Liard Regional Arts Council working in partnership with the B.C. Touring Council will coordinate the promotion of live entertainment in the communities of the region.
- H. The Peace - Liard Regional Arts Council working in partnership with the trustees of arts service organizations in the Peace - Liard regions will increase artistic activity in the regions.
- I. The Peace - Liard Regional Arts Council working in partnership with the trustees of professional and amateur dance, literary, music, theatre and visual arts organizations in the Peace - Liard region will:

1. provide support for professional and semi-professional arts companies.
2. build audiences.
3. provide a climate for the creative expression of the arts.

Approval date: November 15, 1991

Renewal date: _____

PEACE - LIARD REGIONAL ARTS COUNCIL

COMMITTEE MANDATE STATEMENT

COMMITTEE TITLE: Executive Committee

COMMITTEE DESCRIPTION: Standing Committee

AREA OF AUTHORITY:

Working within the policies approved by the board of directors of the Peace - Liard Regional Arts Council, the Executive Committee directs and organizes its work through the executive function. The Executive Committee reports to the Board of Directors through the President or his/her designate.

SUMMARY OF DUTIES:

In managing the direction of the work of the Peace - Liard Regional Arts Council, the Executive Committee undertakes the following duties:

1. To enact and update the constitution and bylaws and submit required reports to the appropriate government department.
2. To establish the process through which policies will be developed, approved, monitored, evaluated, and recorded, i.e., Policy on Policy Making.
3. To establish the process for clarifying roles and orienting new board, committee and staff members to their duties, i.e., Role Clarity Policy.
4. To establish the organization's committee structure, communication style, and board-staff relationship to be used by the board in the execution of its duties.
5. To establish conflict of interest and governance policies to assess and process conflicts.
6. To establish co-sponsorship policies to clarify the procedures for entering into the sponsorship of a program with another organization.

COMMITTEE MEMBERSHIP:

The executive committee will be made up of the President, the Vice President, the Treasurer and the Secretary. The Executive Committee will be chaired by the President.

EXPERIENCE:

Members of the Executive Committee should have an understanding of board development and policy writing procedures.

MEETINGS:

The Executive Committee will meet as required prior to regular board meetings to plan and direct the work of the board meetings.

Approval date: November 15, 1991

Renewal date: _____

PEACE - LIARD REGIONAL ARTS COUNCIL

COMMITTEE MANDATE STATEMENT

COMMITTEE TITLE: Finance Committee

COMMITTEE DESCRIPTION: Standing Committee

AREA OF AUTHORITY:

Working within the policies approved by the board of directors of the Peace - Liard Regional Arts Council, the Finance Committee manages the financial affairs and the allocation of funds of the Arts Council. The Finance Committee reports to the Board of Directors through the Treasurer or his/her designate.

SUMMARY OF DUTIES:

In managing the financial development and the allocation of funds of the Peace - Liard Regional Arts Council, the Finance Committee will undertake the following duties:

1. To establish the budget and financial reporting system of the Arts Council.
2. To secure the resources needed to finance the Arts Council, to include, at least, annual operating grants from the Fort Nelson Liard Regional District, the Peace River Regional District and the Cultural Services Branch..
3. To manage the assets of the Arts Council.
4. To monitor the revenues and expenditures of the Arts Council.
5. To plan, prepare, and oversee policy on the financial development and allocation of the funds of the Arts Council.

COMMITTEE MEMBERSHIP:

The Finance Committee will be made up of board members from Fort St. John and will be chaired by one of these members. The Finance Committee chairperson shall be the Treasurer of the Regional Arts Council.

EXPERIENCE:

Members of the Finance Committee should have an understanding of fiscal management, bookkeeping and auditing practices for non-profit organizations.

MEETINGS:

The Finance Committee will meet as required prior to regular board meetings to prepare budget proposals and other necessary financial reports.

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PEACE - LIARD REGIONAL DISTRICT

COMMITTEE MANDATE STATEMENT

COMMITTEE TITLE: Program Committee

COMMITTEE DESCRIPTION: Standing Committee

AREA OF AUTHORITY:

Working within the policies approved by the board of directors of the Peace - Liard Regional Arts Council, the Program Committee directs the development of programs which support the mission statement of the Peace - Liard Regional Arts Council. The Program Committee reports to the Regional Arts Council through its chairperson or designate.

SUMMARY OF DUTIES:

In managing the program needs of the Peace - Liard Regional Arts Council, the Program Committee will undertake the following duties:

1. To establish and implement a program planning cycle.
2. To establish short and long term program plans.
3. To establish program administration policies for the following programs:
 - a. The Municipal Government art collection.
 - b. The Juried Art Show.
 - c. The Juried Art Show Tour.
 - d. The Leadership Development Grant.
 - e. The Directory of Artists and Facilities.
 - f. New programs as developed by the board of directors which support the mission statement.

4. To evaluate the impact of the organization's programs and services.

COMMITTEE MEMBERSHIP:

The Program Committee will be made up of board members from Dawson Creek and will be chaired by one of these members.

EXPERIENCE:

The Program Committee should have at least one member who has had experience in organizational management and executive board work.

MEETINGS:

The Program Committee will meet in the period between regular board meetings and make reports of committee work at the board meetings. The chairperson will direct the development of the policy and other program concerns at the Program Committee meetings.

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Renewal date: _____

PEACE - LIARD REGIONAL ARTS COUNCIL

COMMITTEE MANDATE STATEMENT

COMMITTEE TITLE: Personnel Committee

COMMITTEE DESCRIPTION: Standing Committee

AREA OF AUTHORITY:

Working within the policies approved by the board of directors of the Peace - Liard Regional Arts Council, the Personnel Committee will develop policy to govern the personnel needs of the organization. The personnel function encompasses the recruitment, orientation, training, evaluation, termination and recognition of all the people who make up the organization: the trustees, committee members, staff, service volunteers and the membership. The Personnel Committee reports to the board through the chairperson or his/her designate.

SUMMARY OF DUTIES:

In managing the personnel affairs of the Peace - Liard Regional Arts Council, the Personnel Committee will undertake the following duties:

1. To establish a membership policy and the record keeping associated with membership..
2. To establish a board/trustee policy.
3. To establish a committee/volunteer policy.
4. To establish a staff policy.
5. To establish service volunteer policy.
6. To monitor and evaluate its personnel policies.

COMMITTEE MEMBERSHIP:

The Personnel Committee will be made up of board members from Chetwynd and will be chaired by one of these members.

EXPERIENCE:

Members of the Personnel Committee should have an understanding of personnel administration, recruitment, training and evaluation procedures.

MEETINGS:

The Personnel Committee will meet in the period between board meetings and will make reports of committee work at the board meetings. The chairperson will direct the development of the policy and other personnel concerns at the Personnel Committee meetings.

Working within the policies approved by the board of directors of the Peace - Linn Regional Arts Council, the Personnel Committee will develop policy to govern the personnel needs of the organization. The personnel function encompasses the recruitment, orientation, training, evaluation, termination and recognition of all the people who make up the organization: the trustees, committee members, staff, service volunteers and the membership. The Personnel Committee reports to the board through the chairperson or his/her designee.

SUMMARY OF DUTIES:

In managing the personnel affairs of the Peace - Linn Regional Arts Council, the Personnel Committee will undertake the following duties:

1. To establish a membership policy and the record keeping associated with membership.
2. To establish a board/trustee policy.
3. To establish a committee/volunteer policy.
4. To establish a staff policy.
5. To establish service volunteer policy.
6. To monitor and evaluate its personnel policies.

Approval date: November 15, 1991

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PEACE - LIARD REGIONAL ARTS COUNCIL

COMMITTEE MANDATE STATEMENT

COMMITTEE TITLE: Advocacy Committee

COMMITTEE DESCRIPTION: Standing Committee

AREA OF AUTHORITY:

Working within the policies approved by the board of directors of the Peace - Liard Regional Arts Council, the Advocacy Committee manages and administers the advocacy needs of the organization. The Advocacy Committee reports to the board through its chairperson. The Advocacy Committee will direct the advocacy activities of the organization with the membership, all levels of government, funding agencies, other cultural organizations and the public at large.

SUMMARY OF DUTIES:

In managing the advocacy needs of the Peace - Liard Regional Arts Council, the Advocacy Committee will undertake the following duties:

1. To establish the framework policy for the organization.
2. To develop policy for the newsletter.
3. To review all informational and marketing material including a method for keeping the material updated.
4. To develop a policy for the review of bylaws of the organization to ensure they meet the mandate and mission of the Peace - Liard Regional Arts Council.
5. To monitor government legislation and develop policy for responding to same.

6. To develop policy for representing the organization to the membership, all levels of government, funding agencies, organizations and the public at large.
7. To liaise with other cultural agencies and organizations.
8. To identify opportunities to advance the Regional Arts Council's mandate and mission.
9. To conduct the annual general meeting with the membership.

COMMITTEE MEMBERSHIP:

The Advocacy Committee will be made up of the board members from Tumbler Ridge and will be chaired by one of these members.

EXPERIENCE:

The Advocacy Committee should have at least one member who has had experience in organizational management and executive board work.

MEETINGS:

The Advocacy Committee will meet in the period between regular board meetings and make reports of committee work to the board meetings. The chairperson will direct the development of the policy and other advocacy concerns at the advocacy committee meetings.

Approval date: November 15, 1991

Renewal date: _____

POLICY ON THE NEWSLETTER
FOR THE PEACE - LIARD REGIONAL ARTS COUNCIL

INTENT:

To use the newsletter of the Peace - Liard Regional Arts Council as an important vehicle for its advocacy function. The audience for the newsletter is as follows:

1. Community Arts Councils in the Peace - Liard regions.
2. The Assembly of B.C. Arts Councils.
3. Municipal, provincial and federal governments.
4. Regional districts.
5. School districts in the region (#59, #60, and #81) and other educational institutions in the region.
6. Northeast Development Region/Ministry of Regional and Economic Development.
7. The B.C. Touring Council.
8. Trustees of arts service organizations in the Peace - Liard region which are registered as not for profit societies.
9. Trustees of professional and amateur dance, literary, music, theatre and visual arts organizations in the Peace - Liard region which are registered as not for profit societies.
10. Individual members, persons or institutions suggested from time to time by the newsletter committee.

REGULATIONS:

- A. Definition of Advocacy: "The articulation and effective communication of our individual and collective 'reasons for being' as arts organizations."
- B. The newsletter shall reflect the mandate and mission of the Peace - Liard Regional Arts Council as expressed in the framework policy.
- C. In fulfilling the mandate of an advocacy role for the newsletter, the contents of the newsletter should contain items of the following nature:

1. Articles on innovative activities in the arts sector that could help others improve the promotion of the arts at the local level.
2. Solutions to problems that have worked particularly well and can be transferable to the solution of problems in other arts councils.
3. Suggestions on how an arts council might organize to ensure the election of decision makers who understand, value, and actively support the arts.
4. Questionnaires which have been developed to produce original research which will help lend support for the actions that groups wish to take and which may be transferable or prove a useful base for other groups.
5. Suggestions for acquiring new members and keeping them involved and supported.
6. Articles about what can be done to promote arts education for all students and ensure that programs in our region are not eliminated.
7. Advertisements which advertise local arts suppliers.
8. Advertisements which promote arts programs and activities in the region. Removable inserts may be included if information is dated.
9. Any concerns of an educational or training nature with respect to the arts.
10. Directories of contact people, funding resources, and the like may be referenced or written about.

PROCEDURES:

1. Production of the newsletter will be the responsibility of the Newsletter Committee.
2. The newsletter will be published twice a year.
3. The newsletter format will be set up in such a way that it can compose a manual for arts organizations in the region.
4. An index will be developed.
5. Permission to reprint articles from other newsletters must be obtained.

6. Production and distribution of the newsletter must not exceed the amount budgeted for the fiscal year.
7. Prior to printing, the board of directors will approve the final draft of the newsletter.

Approval date: November 15, 1991

Renewal date: _____