

# City of Camrose Arts Council Board

## Terms of Reference

### 1. **Purpose:**

The Camrose Arts Council Board shall advise City Council on matters pertaining to arts and culture activities in the City of Camrose and act as a governing body to disseminate grants as delegated under the current “Arts Council Grant Funding Bylaw” for arts and culture initiatives while championing a cohesive and collaborative arts and culture community.

### 2. **Objectives:**

- a. Create fair and equitable policies, regulations and guidelines as required pertaining to arts and culture including policies that will:
  - Establish processes and criteria for the adjudication, selection, placement and maintenance of artistic and cultural assets;
  - Identify funding mechanisms for art and culture;
  - Identify and encourage opportunities for community engagement, education, and enjoyment of art and culture.
- b. Advise City Council on art and culture matters pertaining to the City of Camrose, including:
  - Budget recommendations;
  - Arts and culture priorities; and
  - Arts and culture acquisitions and capital investments.
- c. Develop a communications system for groups and a policy outlining terms of use that encourages collaboration.
- d. Propose, plan and implement projects in accordance with City of Camrose policies.
- e. Uphold City of Camrose initiatives and priorities related to arts and culture, including:
  - City of Camrose arts and culture brand strategies;
  - An arts and culture marketing campaign;
  - Vision, Mission and Strategic Plans; and
  - 2016 Arts and Culture Master Plan.
- f. Advocate for a vibrant and cohesive arts community and advance the vision for Camrose arts and culture.
- g. Act in a manner respecting the City of Camrose, community, residents, and visitors.
- h. As the Arts Council expands and needs dictates, the Camrose Arts Council may:
  - Oversee and appoint its members onto related subcommittees so that the values of the Camrose Arts Council are upheld;

- Appoint and serve on adjudication committees related to disseminating funds, awards and resources.

**3. Board Composition:**

- a. Two Councillors of the City of Camrose appointed at the annual Organizational Meeting of Council.
- b. Five City of Camrose residents as members-at-large. Preference may be given to artists and/or individuals whose professional work is within administration or management of an arts or culture organization.
- c. Terms for members at large may be three (3) years and will take effect in January of the following year. Members at Large may not serve more than two consecutive terms.

**4. Executive Officers:**

The City of Camrose Arts Council Board shall appoint their executive officers annually at the first committee meeting following the first meeting in January, and shall consist of:

- a. A Chair;
- b. A Vice-Chair;
- c. A Secretary; and
- d. A Treasurer.

**5. Meetings:**

- a. The Board will meet once a month or as deemed necessary by the Board.
- b. A member who is absent from three consecutive meetings of the Council shall cease to be a member unless such absence is caused by illness or otherwise authorized by resolution of the Camrose Arts Council Board.

**6. Quorum:**

A quorum shall consist of fifty percent (50%) of the members of the Board.

**7. Administrative Support:**

- a. This Council will operate independently of the City of Camrose Council, but will forward to the City of Camrose Council, policy recommendations.
- b. As per the current “Arts Council Grant Funding Bylaw” the City Manager shall determine administrative support to the Arts Council.

**8. Annual Review:**

The City of Camrose Arts Council Board Terms of Reference shall be reviewed annually.