

Summary of Board Committees

Colour coded by strategic priority: **Equity**, **Sustainability**, **Connection**

| Committees | Committee Chair | Membership Guidelines | Committee Priorities |
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| <p>Membership Engagement</p> | <p>Board members</p> <p>Chair: Alana Wilson</p> <p>Support from: Annik Gaudet</p> | <p>Ex-officio: Executive Director & Programming Coordinator</p> <p>Size: 3- 8 members, 2 year term with option to renew once</p> <ul style="list-style-type: none"> • 1-2 VANS board members • Non board members who are artists and/or arts administrators who have broad community networks and want to share what VANS has to offer | <ul style="list-style-type: none"> • Outreach strategy and support • Circulating information about VANS membership and programming • Developing relationships and partnerships • Reporting on membership needs • Advocacy • Prioritize diversity/plurality in the VANS membership |
| <p>Programming</p> | <p>Board members</p> <p>Carrie Phillips-Kieser</p> <p>Carley Mullally</p> | <p>Ex-officio: Programming coordinator & PAINTS Coordinator, 2 year term with option to renew once</p> <p>Size: 3-8 members</p> <ul style="list-style-type: none"> • 1-2 VANS board members • Non board members who are artists, arts educators and/or arts administrators who have knowledge of the arts community and existing infrastructure. | <ul style="list-style-type: none"> • PAINTS & Programming Policies • Corridor Gallery • Special Projects • Standing Jury • Prioritize diversity/plurality in VANS Program Participation |
| <p>Fundraising & Finance Committee</p> | <p>Board member</p> <p>Chair: Jocelyn Li</p> | <p>Ex-officio: Executive Director, 2 year term with option to renew once</p> <p>Size: 3-6 members</p> | <ul style="list-style-type: none"> • Fundraising initiatives: • supporting membership drive, |

COMMITTEE GENERAL POLICY:

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| | | <ul style="list-style-type: none"> ● 1 VANS board member ● Non board members who have experience grant writing, fundraising, foundation relationships and/or financial management | <ul style="list-style-type: none"> ● initiating merch initiatives, ● private foundation relationship building in partnership with staff, ● support for operational grant funding ● Sponsorship development |
| <p>Governance & Nomination</p> | <p>Board Chair: Jenny Yujia Shi</p> <p>Support from: Evan Cameron Jocelyn Li</p> | <p>Ex-officio: Executive Director, 3-6 members, 2 year term with option to renew once</p> <ul style="list-style-type: none"> ● Executive Director ● a Member with Board experience [if possible] ● Individuals with policy experience ● Individuals with broad community connections | <ul style="list-style-type: none"> ● review current policies and board manual with an equity lens and make recommendations on policy improvements ● Board recruitment ● To ensure, on behalf of the Board, that Directors fulfill their responsibilities as outlined in VANS' policy ● To provide appropriate education and support for Directors ● May write nominations for artist awards at their capacity and discretion |
| <p>Emergency Fund (AEF)</p> | <p>Ex-officio: Executive Director</p> <p><i>Membership is confidential and anonymous</i></p> <ul style="list-style-type: none"> ● a three year term ● a quorum of three members ● a Board member of VANS, ED, VANS member at large (practicing artist) and a member of the larger professional arts community with knowledge of the provincial art scene. | | <ul style="list-style-type: none"> ● Review applications for funding. All applications are confidential. |
| <p>Visual Arts News Editorial</p> | <p>Non Board Committee of Arts Writers</p> <p>Ex-Officio: Publisher - AnnMarie MacKinnon</p> <p>Reports to board via publisher</p> | | <ul style="list-style-type: none"> ● Editorial selection for magazine content ● Writing assignments |

COMMITTEE GENERAL POLICY:

PRINCIPLE

Active committees are essential to the success of Visual Arts Nova Scotia. Committees cannot work independently of other VANS activities and must therefore stay within a clear set of guidelines.

TERMS OF REFERENCE When a committee or task force is created the Board of Directors must define, for each, the:

- Purpose
- Chair, and membership (member selection may be delegated to the committee chair)
- Duties, functions or responsibilities (i.e., the deliverables and limitations)
- Meetings and time commitments required by members
- Term limits and composition
- Staff contact person
- Budget

COMMUNICATION

In order to ensure good communication with the Board and membership of VANS:

- The President and the Executive Director will be "ex officio" members of all committees. They must be informed of all meetings and invited to attend.
- Each committee should have at least one VANS Director as a member, and that Director should report on committee activities at Board meetings.
- Each committee should have a designated staff person as a member.
- New committee chairs must meet with the President of VANS, the Executive Director of VANS, and the retiring committee chair before assuming the position. Preferably, they should also have prior experience on the committee in question.
- Written notes should be taken at all committee meetings and submitted promptly to the VANS office. Formal minutes are not necessary, but important decisions should be recorded in writing.
- Staff should keep committee chairs informed of all activities pertaining to their committees.

Each committee must submit a written summary of committee work to be included in the annual report presented at the annual general meeting.

DECISIONS

The VANS Board of Directors is legally responsible for all policies, programs, finances, and activities of the organization. Therefore all committee decisions are subject to approval by the Board unless otherwise stated.

EXPENSES

VANS committees and their members must submit budgets for approval by the Executive or Board before monies are spent or expenses claimed. Expense claims submitted without prior budget approval will not be reimbursed.

COMMITTEE TERMS OF REFERENCE

Membership & Engagement Committee

Objectives

- Explore outreach, membership development and pan-provincial engagement activities.
- Focus on strategies for recruiting and retaining members and program participants, ensuring programs are aligned with membership needs.
- Develop partnerships with the approval of the Board and Executive Director and fosters relationships with priority communities and organizations across the province to champion VANS and achieve programming objectives and strategic goals.
- Prioritize diversity/plurality in the VANS membership as a key goal in any action/plan.

Description

Recent structural changes within the organization and the changing landscape of how we interact and communicate with each other. These changes have required a different strategy for engaging a diverse and geographically spread out population. Finding common ground and values, the committee will attempt to generate links and ideas for coming together under the umbrella of Visual Arts Nova Scotia.

Details

As this is an organizational committee, it will develop its own goals and report back to the board and from time to time accept some direction from the board. The committee should be comprised of no less than three (3) and no more than eight (8) members. There is a two year term limit for membership on the committee with the option to renew once. Reporting to the Board is through a board member who sits on the committee. The Executive Director will sit ex-officio on the committee. The Engagement Committee should meet 4 times per year.

Eligibility

Committee members may be artists and/or arts administrators who have knowledge and connections with a variety of arts communities and existing infrastructure. Preferably members are familiar with current programs/services offered by Visual Arts Nova Scotia and an understanding of how the organization functions. Priority consideration for participation on this committee will be given to individuals affected by systemic oppression. If orientation is required to acquaint members with the procedures of Visual Arts Nova Scotia, they will be accommodated. Membership is required.

Expenses

Expenses must be pre-approved and submitted in accordance with the expense policy. Approved travel expenses incurred by committee members, including parking costs, will be reimbursed by e-transfer. Receipts must be sent to Programming Coordinator within 7 days of a meeting.

COMMITTEE TERMS OF REFERENCE

Programming Committee

Objective

To research, develop and evaluate current programs and new special initiatives.

Roles and Responsibilities

Based on knowledge of the organization's objectives and programs, the committees shall:

- Serve as an internal jury for select programs (PAINTS, Corridor Gallery etc.)
- Support Corridor Gallery exhibitors
- Develop program specific policies and procedures
- Identify and ideate one-time special initiatives (no more than one per year), and may form ad hoc subcommittees for grant writing and project implementation.
- Serve as a sounding board, provide advice as requested, review the progress and evaluation of existing programs.
- Maintain an ongoing strategic dialogue with the board

Description

Over its history, Visual Arts Nova Scotia has established a core of regular programs: Workshops, PAINTS, Visual Arts News, and the Mentorship Program. The committee will meet to discuss ideas, evaluate, expand or improve current programs, brainstorm about future endeavors and explore new opportunities and potential partnerships. The committee will dream big but all new program ideas or special initiatives must be presented to the board with a feasibility plan including budgets and staffing.

Details

A board member will sit on the committee to deliver board priorities, they will report to the full board regularly. The Programming Coordinator and PAINTS Coordinator will sit ex-officio on the committee and serve as the staff liaisons. The Programming Committee meets 4 – 5 times per year. It should be comprised of no less than three (3) and no more than eight (8) members. There is a two year term limit with the option to renew once for a maximum of four years.

Eligibility

Committee members may be artists, arts educators, and/or arts administrators who have knowledge of the arts community and existing infrastructure. Preferably members are familiar with current programs and an understanding of how the organization functions. Priority consideration for committee membership will be given to individuals affected by systemic oppression. If orientation is required, they will be accommodated. Membership is required.

Expenses

Expenses must be pre-approved and submitted in accordance with the expense policy. Approved travel expenses incurred by committee members, including parking costs, will be reimbursed by e-transfer. Receipts must be sent to Programming Coordinator within 7 days of a meeting.

COMMITTEE TERMS OF REFERENCE

Fund Development and Finance Committee

Objectives

- Fundraising initiatives
- Initiating sale of merch options
- Supporting membership drive
- Resist high overhead fundraising like galas and events
- Prioritize online cash donations & add ons
- Private foundation relationship building in partnership with staff
- Research and support for grants and sponsorship opportunities in partnership with staff

Description

With frozen operating funding, we are seeking support in revenue generation and fundraising to bridge revenue gaps and support programming and operations. This committee should balance it's time between brainstorming creative and engaging fundraising initiatives, relationship prospecting with foundations and funders, and researching and supporting grants and sponsorship opportunities.

Details

As this is an organizational committee, it will develop its goals in consultation with the board and staff and from time to time accept some direction from the board. The committee should be comprised of no less than three (3) and no more than six (6) members. There is a two year term limit with the option to renew once for a maximum of four years. Reporting to the Board is through a board member who sits on the committee. The Executive Director will sit ex-officio on the committee. The Fund Development and Finance Committee should meet 4 times per year.

Eligibility

Committee members may have experience or interest in grant writing, fundraising, foundation relationships and/or financial management. Preferably members are familiar with current programs/services offered by Visual Arts Nova Scotia and an understanding of how the organization functions. Priority consideration for participation on this committee will be given to individuals affected by systemic oppression. If orientation is required to acquaint members with the procedures of Visual Arts Nova Scotia, they will be accommodated. Membership is required.

Expenses

Expenses must be pre-approved and submitted in accordance with the expense policy. Approved travel expenses incurred by committee members, including parking costs, will be reimbursed by e-transfer. Receipts must be sent to Executive Director within 7 days of a meeting.

COMMITTEE TERMS OF REFERENCE

Governance and Nominating Committee

Objectives:

1. To review current policies with an equity lens and make recommendations on policy improvements
2. To find board members for the slate of nominees for next year's board
3. To develop a pool of potential board and committee members
4. To develop and maintain a Board manual
5. To ensure, on behalf of the Board, that Directors fulfill their responsibilities as outlined in VANS' policy
6. To provide appropriate education and support for Directors
7. May write nominations for artist awards at their capacity and discretion in consultation with the ED

Description

As this is an organizational committee, it will develop its goals in consultation with the board and staff and from time to time accept some direction from the board. The committee should be comprised of no less than three (3) and no more than six (6) members. There is a two year term limit with the option to renew once for a maximum of four years. Reporting to the Board is through a board member who sits on the committee. The Executive Director will sit ex-officio on the committee. The committee should meet 4 times per year.

Eligibility

Committee members may have experience or interest in grant writing, fundraising, foundation relationships and/or financial management. Preferably members are familiar with current programs/services offered by Visual Arts Nova Scotia and an understanding of how the organization functions. Priority consideration for participation on this committee will be given to individuals affected by systemic oppression. If orientation is required to acquaint members with the procedures of Visual Arts Nova Scotia, they will be accommodated. Membership is required.

Expenses

Expenses must be pre-approved and submitted in accordance with the expense policy. Approved travel expenses incurred by committee members, including parking costs, will be reimbursed by e-transfer. Receipts must be sent to Executive Director within 7 days of a meeting.

COMMITTEE TERMS OF REFERENCE

Artist Emergency Fund Advisory Committee

Program Objectives

VANS established the Artist Emergency Fund (AEF) to assist artists in financial need arising from severe illness, an accident resulting in inability to work or help with studio replacement in case of a disaster, such as fire, where there is no insurance. Artists will be able to apply for short-term assistance, up to \$500/month for three months maximum. At this time, the fund is relatively small and specific, so it will not serve all artists' needs.

Administration of the Fund:

- by VANS Board of Directors
- invested in the ING Business Account – separated on the income statement
- limit of \$500 per month per applicant (maximum period of assistance is three months, but visual artists may re-apply)
- VANS will notify the candidate, whether they are successful or not
- money is made payable only to the successful candidate
- VANS AEF funds are not required to be repaid

Description

The role of the AEF Advisory Committee will be to review applications for funding. All applications are confidential. The only persons with full access to the application, including applicant name and information, are the advisory committee and the Executive Director. Final decisions rest with the Advisory Committee. There will also be an opportunity for the committee to make recommendations to the Board on an annual basis, to ensure the fund is best serving the needs of the community.

Details and eligibility

An advisory committee of four appointed by the VANS Board of Directors; a Board member of VANS, ED, VANS member at large (practicing artist) and a member of the larger professional arts community with knowledge of the provincial art scene.

- a three year term
- a quorum of three members
- proxy vote in case a committee member is absent
- committee member identities are kept confidential and anonymous.

Expenses

Travel expenses incurred by committee members, including parking costs, will be reimbursed. Receipts must be sent to Executive Director within 7 days of a meeting.

COMMITTEE TERMS OF REFERENCE

Visual Arts News Editorial Committee

Objective

To select content for upcoming issues of Visual Arts News Magazine. Special magazine projects.

Roles and Responsibilities

Based on knowledge of the organization's objectives and programs, the committees shall:

- Serve as a selection committee for Visual Arts News magazine
- Develop magazine specific policies and procedures
- Identify and ideate one-time special initiatives (no more than one per year), and may form ad hoc subcommittees for grant writing and project implementation.
- Serve as a sounding board, provide advice as requested, review the progress and evaluation of the magazine
- Committee members may be tasked with writing assignments on a case by case basis

Description

The committee will meet primarily to select content for magazine issues but will also discuss ideas, evaluate, expand or improve the magazine, brainstorm about future endeavors and explore new opportunities and potential partnerships based on the editorial mandate. The committee will dream big but all new program ideas or special initiatives must be presented to the board with a feasibility plan including budgets and staffing.

Details

The Publisher and Editor will sit ex-officio on the committee and serve as the staff liaisons to VANS. The committee meets virtually 3-5 times a year, 8-12 hours total.

Eligibility

Committee members may be arts writers and/or artists with writing experience who have knowledge of the arts community in Atlantic Canada and existing infrastructure. We prioritize members from those who identify as Indigenous, Black, Persons of the Global Majority, 2SLGBTQIA+, and/or Persons with Disabilities. We're also looking for writers who are engaged in the arts communities of New Brunswick, Newfoundland and Labrador, and PEI.

Expenses

Expenses must be pre-approved and submitted in accordance with the expense policy. Approved travel expenses incurred by committee members, including parking costs, will be reimbursed by e-transfer. Receipts must be sent to the Publisher within 7 days of a meeting.