

CCBC Board of Directors Terms of Reference

Overview

In accordance with the Constitution and Bylaws of the CCBC:

- Any member in good standing is eligible to serve on the Board. Directors may be acclaimed or elected at the AGM. The Board will have at least five (5) directors and will assign the offices of president, secretary, treasurer, or secretary-treasurer. It may also assign other offices including vice-president and president-elect and may appoint a member to serve as a replacement director until the next AGM.
- A director's regular term of office is two (2) years from election or acclamation to a maximum of three (3) terms or six (6) years. An immediate past-president may hold office for an additional two terms. The members may, by special resolution remove a director before his or her regular term of office expires, and elect a successor to complete the term.

Application Process for New Board Members

All potential board members will undergo a rigorous application process. This process includes the following steps:

- Submit application form (see Appendix A)
- President or Chair of Nominating Committee will contact applicant
- 2-3 Committee members interview applicant
- Check references
- Committee presents findings to Board for approval

Responsibilities of Board Members

In January 2010, the CCBC board adopted a Modified Policy Model of Governance. As such, Board work is focused as follows:

- **General Board Responsibilities**

- **Governance:**
The board oversees, evaluates, reviews and monitors the activities of the society
- **Leadership:**
The board, in partnership with ED and staff, guide the mission and direction of the Council
- **Stewardship**
The board ensures that the use of assets of the Council for the benefit of the stakeholders.
- **Legal:**

A director shall perform his or her duties in a manner he or she reasonably believes to be in the best interests of the Council, and with such care as an ordinarily prudent person in a like position with respect to a similar organization would use under similar circumstances.

- **Specific Board Responsibilities**

- Hiring/supporting/evaluating/discharging the ED
- Reviewing and approval of the annual budget
- Reviewing and approval of major organizational decisions, commitments, and plans including expenditures, loans, and leases
- Evaluating progress toward program and financial goals
- In conjunction with executive staff, providing leadership on organizational transition, structure and strategic planning
- Conducting affairs of the board including board development, transition, and effectiveness

Expectations of Board members:

- Board Orientation
- Information Flow: Financial statements, reporting regarding programs and operations, planning
- Protect Assets of Organization
- Determine Board-Executive Relationship and Extent of Delegation of Management Authority
- Represent the Council in the community; monitor public response to the work and policies of CCBC
- Attend regular board meetings
- Attend AGM
- Attend several in-house and other community events per year in order to represent the board and the interests of CCBC
- Sit on minimum of 1 board committee, including Ad Hoc
- Work on governance issues between board meetings
- Prepare for meetings in accord with information provided and discussion items to be presented.
- Exercise informed, independent judgement
- Keep current on CCBC activities, correspondence, website and with issues of fine craft/art in the broader world.
- Commit to CCBC Board Code of Ethics/Conduct (see Appendix B) and CCBC Values (see Appendix C).
- Share expert knowledge and skills as required or requested.
- Board members are expected to make CCBC one of their charities of choice if they are in the position to give financial charitable donations.

Board Committees

- **Standing committees**

- Executive committee
 - President
 - 1st Vice President (President-Elect)
 - 2nd Vice President (if desired)
 - Secretary
 - Treasurer
 - Past President
 - Executive Director

The Executive committee will meet as needed between regular board meetings to review financial statements and deal with urgent and on-going issues. The committee will make recommendations to the board as needed.

- Finance committee
 - Treasurer
 - President
 - 1st Vice President
 - Executive Director
 - Others as needed

- **Ad Hoc committees**

- Governance Committee
- Nominating/Recruitment committee
- Awards committee
 - Board member chair
 - 2-3 other CCBC members
- Special Events committee

Personal Suitability

- Sensitive to group dynamics
- Respectful communicator
- Decisive
- Innovative
- Flexible
- Strong service orientation
- Commitment to fine craft

APPENDIX A

Application to the Board of Directors

Please complete this application. Use additional pages if required. Submit Application to:

CCBC President, 1386 Cartwright St., Vancouver, BC V6H 3R8 or president@craftcouncilbc.ca

Name		
Home Address		
Home phone	Work/cell phone	email
Work (if applicable) Company & Address		
Summarize your experience with and/or interest in our organization or other arts organizations, if any.		
Why do you want to serve on the CCBC Board?		

What skills and knowledge are you willing to bring to our board? Please indicate your experience in the following areas.	very experienced	some experience	little or no experience
strategic planning			
fundraising			
board development (recruitment, training, evaluation)			
program planning and evaluation			
recruiting, hiring and evaluating personnel			
financial management and control (budgeting, accounting)			
communication, public and media relations; participation in interagency committees			
public speaking			
organizational development			
information technology			
writing, journalism			
special events (planning and implementing)			
art/craft making			

For the items you checked as “very experienced” or “some experience”, please provide details.

If not described above, please outline your experience as a volunteer board or committee member?

Who may we contact as references?

If you have a résumé, please attach it.

APPENDIX B

CCBC Board Code of Conduct & Ethics

- Act with honesty and integrity
- Act fairly, impartially and transparently
- Communicate respectfully and openly
- Act in good faith in the best interests of CCBC
- Be accountable
- Respect board confidentiality
- Use information appropriately
- Use your position appropriately
- Act in a financially responsible manner
- Comply with established legislation
- Demonstrate leadership and good stewardship
- Be aware of personal biases
- Be committed to the values and mission of CCBC
- Adhere to Conflict of Interest Policy
- Comply with CCBC Constitution & By-laws

APPENDIX C

CCBC Mission Statement:

The Craft Council of British Columbia, a network of craft professionals dedicated to the development of excellence in crafts, promotes the development, appreciation and viability of British Columbia craftspeople and their work.

CCBC Values:

We believe in and value:

- 1. Culture Creation**
- 2. Fiscal Restraint & Sustainability for the organization**
- 3. Financial Viability for Artists**
- 4. Inclusiveness of Representation & Participation**
- 5. Building Strong Relationships**
- 6. Fine Craft which incorporates:**
 - Personal vision
 - Unique perspectives
 - Visual expression
 - Creativity
 - Quality craftsmanship & excellence
 - Made by Canadian artists
- 7. Ongoing Development, Review & Improvement of the Organization**