



Pemberton Arts Council Call for Nominations to the Board of Directors for 2025

Are you:

- A passionate person who wants to make a difference in the Pemberton community?
- A self-motivated, results-oriented person who has time, energy, and expertise to share?
- An active supporter of arts and culture initiatives?

Pemberton Arts Council (PAC), a non-profit organization that has been working to enhance arts and culture in Pemberton since 2006, is inviting the nomination of candidates for its Board of Directors.

Each candidate must be nominated by a current member, by the board, or by the Nominations Committee and must consent to the nomination.

Nominees must provide the following information for consideration of their candidacy:

1. PAC Board of Directors Application
2. Board candidate letter of consent
3. Resume
4. Short bio (150 – 200 words)

Some candidate assets include:

- An understanding of the non-profit sector and related issues and challenges.
- Experience in non-profit board governance and financial management.
- Experience dealing with governments and the private sector.
- An understanding of current arts and culture practices in Pemberton.
- Enthusiasm and energy to work with a committed team of board members and staff to improve access to arts and culture, as well as local artists.
- A background that reflects the contemporary diversity of Canada.
- An interest in filling the Secretary, Treasurer, or Chair role when turnover occurs

There are 11 elected positions on the Board of Directors. There are currently 5 available seats. All nominations must be received by pembertonartscouncil@gmail.com by **March 31, 2025**

Nominees are invited to introduce themselves in a 2-3 minute presentation at the Annual General Meeting on Tuesday **April 15, 2025** at 6:30 pm



Board of Directors Responsibilities:

- Set the strategic plan
- Monitor and approve the financial statements
- Approve the annual budget
- Review bylaws annually, ensuring any amendments following the Societies Act
- Set board policy and review on an annual basis, ensuring they reflect governance best practices
- Monitor the Executive Director's compliance to policies
- Monitor the Executive Director's achievement of the board's strategic goals
- Conduct the Executive Director's annual performance review and compensation review

Director Responsibilities

- Commit to the mission, vision, and values of the Pemberton Arts Council
- Contribute to the areas of board governance, strategic planning, finance and resource development (human and capital)
- Attend board meetings and committee meetings
- Participate in board and director evaluations
- Prepare for and attend monthly board meetings and attend the yearly AGM (normally hosted in the Spring)
- Chair and/or participate on a committee
- Attend special events as required (for example, it is expected that Board Members should support major events such as future arts festivals, summer programming, with their attendance/participation as much as possible)
- Engage in ongoing fundraising activities and fund development in general
- Act as an ambassador of the Pemberton Arts Council to external stakeholders and the community

Hours:

- 5 – 10 hours commitment per month including committee meetings



BOARD CANDIDATE LETTER OF CONSENT:

I _____, accept the nomination to run for Director of the Pemberton Arts Council in the 2025 election. I understand that, if elected, I will serve a 2-year term of office. I recognize that I must be a current member of the Pemberton Arts Council when standing for office and while serving on the Board, if elected. I agree to have my contact information published in conjunction with the election.

I acknowledge that, if elected, I am expected to attend:

- Monthly Board meetings
- Board orientation sessions
- Board training sessions
- Strategic Planning sessions
- Pemberton Arts Council Board functions
- Annual General Meetings

I commit to participate fully in the work of the Board of Directors year-round.

I confirm that I have never been convicted of fraud or any other financial conviction, nor do I have any undischarged bankruptcy charges.

Candidate Signature _____ Date _____

Board Chair Signature _____ Date _____



BOARD OF DIRECTORS NOMINATION FORM

Candidates for the Board of Directors must complete a Board Nomination Package and submit via email to pembertonartscouncil@gmail.com by March 31, 2025.

Package must include nomination form, board candidate letter of consent, resume, short bio, and photo of each candidate.

Nominee Name: _____

Nominator Name: _____

Address: _____

Phone Number: _____ Cell: _____ Email: _____

I, the undersigned, hereby nominate _____ as a director of the Pemberton Arts Council Board of Directors for the 2025 election.