

JOB DESCRIPTION
PEACE LIARD REGIONAL ARTS COUNCIL

Job Title: Executive Member (President, Vice President, Treasurer, or Secretary)
Reporting to: The Board of the Society

GENERAL DESCRIPTION

The Executive Member works with the Board to administer the society's affairs through organizing and directing the development and implementation of the Board's policies and procedures.

SUMMARY OF RESPONSIBILITIES

Executive Members are expected to be aware of development and change in government and societal changes in cultural affairs that fall within the areas outlined in the Society's constitution and to inform the members of the Board of such development and change.

Executive Members are expected to direct the day to day affairs of the Society so that deadlines are met and budgets are properly managed.

The Executive Members perform duties in the following areas:

1. directing committee work so that framework, governance and operational policies are developed and reviewed in a regular fashion
2. preparing annual budget and financial year end reports
3. assessing the direction of public policy and societal change and providing direction to the Board concerning its needs for development and change in these areas
4. assisting the President in directing the work of the Executive Director
5. directing the development and evaluation of short and long term plans and monitoring the Board's progress in relation to these plans
6. developing and maintaining relations between the Board, the public and government at the local and regional levels
7. developing and maintaining relations between the Board, the Community Arts Councils in the Peace Liard region, other regional arts councils and the Assembly of BC Arts Councils

Originally Approved: _____
Approval Date: _____ Renewal Date: _____
(Revised) _____

