

JOB DESCRIPTION
PEACE LIARD REGIONAL ARTS COUNCIL

Job title: Executive Director
Reporting to: President

GENERAL DESCRIPTION

The Executive Director is the permanent part-time manager of the Peace Liard Regional Arts Council, reporting to the Board of Directors of the organization through the President. The Executive Director is responsible for the overall day to day management and administration of the PLRAC and the implementation of its programs, as directed.

QUALIFICATIONS

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| Education | <ul style="list-style-type: none">-Diploma or degree in Fine Arts an asset-Diploma or degree in Business Management or Marketing an asset |
| Experience | <ul style="list-style-type: none">-Three years' experience as Board member in community or regional arts councils-Two years' experience on advocacy and program planning committees of non-profit organization board an asset-Public relations experience an asset |
| Knowledge, Skills and Ability | <ul style="list-style-type: none">-Understanding of cultural needs of the region-Understanding of arts council operation-Strong writing and communication skills-Knowledge of local and regional government processes-Must have own vehicle and be prepared to drive alone-Must be skilled in IBM computer use-Self-directed, with initiative |
| Time and Financial Commitment | <ul style="list-style-type: none">-Must maintain PLRAC office in own home-Must be prepared to spend time in each of the centres within the region-Must maintain regular contact with the PLRAC Board and partners within the region-Must report regularly in writing to PLRAC Board-Must attend PLRAC meetings |

A degree of flexibility relating to hours worked plus enthusiasm for and commitment to the PLRAC's aims are essential.

SUMMARY OF RESPONSIBILITIES

1. To work with the President, Executive, Function Committees and the Board of Directors in developing policy for the organization; to implement such policies once they are established by the Board.
2. To bring to the Board's attention opportunities for new initiatives and programs and to oversee these initiatives once adopted by the Board.
3. To establish and maintain good working relationships with PLRAC partners and to promote the PLRAC and its aims in every way possible.

SPECIFIC DUTIES

Framework and Governance

In accordance with policies established by the PLRAC:

1. Keep an up to date policy manual for the organization.
2. Attend all meetings of the PLRAC Executive Committee and Board of Directors and other meetings as required; oversee administrative duties related to these meetings as required (preparation and distribution of agendas, typing, distribution and filing of minutes, for example).
3. Maintain an up to date minute book for the organization.
4. Present an Executive Director Annual Report at the Annual General Meeting.
5. Maintain up-to-date computer records of the Society's documents: Constitution and By-Laws, Charity Tax reports, Societies Act reports, executive of CAC's, list of CAC member groups and contact person, etc.
6. Review existing policy: develop and meet timelines for action.
7. Maintain a consistent office schedule.

Programs

In accordance with established policy:

1. Work with the host community to present the annual Regional Juried Art Exhibit, as directed by the Board. (Monitor and assist)

2. Work with the Board to arrange special workshops and programs as outlined in the annual Strategic Plan.

Finance

In accordance with established policy:

1. Maintain an accurate record of the financial operations of the Society, following accepted bookkeeping practices and maintaining compatibility grant application requirements.
2. Prepare monthly financial statements for presentation at the meetings of the Society.
3. Maintain monthly contact with the Treasurer to report/discuss the financial operations of the Society.
4. Assist the Treasurer in drafting the annual budget.
5. Prepare grant applications for operating and project funding (BCAC, Peace River and Northern Rockies Regional Municipalities)
6. Initiate and coordinate public and private sector fundraising activities as required.
7. Receive bills and reminders of membership renewals; remind treasurer of due dates.
8. Bill PLRAC members for membership dues.
9. Prepare and file Annual Report with Provincial Registrar of Companies and Revenue Canada.
10. Acquire, rent and arrange for servicing and housing of all equipment and supplies required for office maintenance.

Advocacy

In accordance with established policy:

1. Plan, produce, and distribute the monthly email newsletter under the direction of the Board of Directors
2. Plan and produce a brochure and/or other promotional materials, as outlined in the annual Strategic Plan.
3. Assist Community Arts Councils in identifying specific areas of need; conduct or arrange workshops to facilitate CAC development as requested.

4. Attend training sessions on arts leadership as identified by the Board.
5. Attend conferences as directed by the Board of Directors; report formally to the Board at a meeting.
6. Represent the PLRAC where instructed by the Board of Directors.
7. Attend at least one meeting of each Regional District Council.
8. Establish and maintain good working relationships with partners at all levels: BC Arts Council and art organizations; and government officials and staff at local and municipal levels.
9. Inform Society of new initiatives (regional, provincial, national) and promote action.

Originally Approved: _____

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