



craft council of bc

## CCBC Board of Directors Application

*Craft Council of British Columbia's is a charitable arts service organization which supports all stages of artistic practice in the craft sector; creates opportunities for artists to exhibit, sell and produce art; provides a voice for artists and craft organizations and aids in the development of active communities around craft.*

### Would you make a great CCBC Board Member?

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Ideally given our organizational culture and mission, as board member you should self-identify as:

**a person who is:**

- Sensitive to group dynamics
- Respectful communicator
- Decisive
- Innovative
- Flexible
- Committed to enriching the contemporary craft sector

**a person who can:**

- 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 and their position on the board appropriately
- Act in a financially responsible manner in all decision making
- Comply with established legislation
- Demonstrate leadership and good stewardship
- Be aware of personal biases
- Commit to the values and mission of CCBC
- Comply with CCBC Constitution & By-laws and policies

**a person who believes in and values:**

- Culture Creation and Culture Production
- Financial Viability for Artists
- Ongoing Development & Improvement of the Council
- Fiscal Restraint & Sustainability for the Council
- Inclusiveness of Representation & Participation
- Building Strong Relationships
- Contemporary Canadian Craft which incorporates:
  - Personal vision
  - Unique perspectives
  - Visual expression
  - Creativity
  - Quality craftsmanship & excellence

**Sound like you? Great!**

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**So who is qualified to be CCBC board member?**

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In accordance with the Constitution and Bylaws of the CCBC a board member is:

- 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.

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**What type of governance model does CCBC use?**

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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.

**More specifically the Board Responsibilities include:**

- 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

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## **So what do CCBC Board Members do?**

Outside of attending the 6 board meeting (~9hrs/annually) and one strategic planning session (~6hrs/annually), Board Members are asked to sit on at least one of the following Board Standing or Ad Hoc Committees:

### **Standing committees**

**Executive Committee** (~18hrs/annually)

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. Members of the Executive Committee may include:

- President
- Vice President (President-Elect)
- Secretary
- Treasurer
- Past President
- Executive Director

**Finance Committee** (~12hrs/annually)

The Finance Committee meets once a month to review prepared statements and reports to board; makes recommendations to the board around investments & changes in financial policies; reports to membership at AGM and supports ED as needed. Members of the Finance Committee may include:

- Treasurer
- President
- Executive Director
- Others as needed

## Ad Hoc Committees

### **Governance Committee** (~20hrs/annually)

This committee meets annually to review and make recommendation around possible changes to Constitution & By-Laws; Conditions of Employment Policies; Board Policies and Financial Policies.

### **Nominations Committee** (~ 20hrs/annually)

This committee meets up to 3 times annually and is responsible for recruiting, interviewing and recommending new board members.

### **Awards Committee** (~40hrs/annually)

This committee chairs and convenes noted jurors from the BC craft sector to:

- assess applications for all CCBC awards and bursaries
- chose CCBC nominations for national, provincial and municipal awards

### **Facilities Committee** (~20hrs/annually)

This committee supports the work of the ED and oversees the plans for the renovation of our current location and new build for the Centre Of Craft.

## Operational/Program Committees

Sometimes a Board Member's contribution outside of the 6 board meetings is better suited to one of our operational/program committees and we certainly welcome their expertise and knowledge! The current committees are:

### **Social Enterprise Committee** (~15hrs/annually)

This committee is tasked with providing staff with support around the various social enterprise activities we have at CCBC. The current projects include:

- **CCBC Shop & Gallery** – we are looking for individuals who can bring their design, gallery, retail and visual merchandizing talents to the table to help us grow the local engagement around our 29 year old shop that promotes and sells our members work

### **Exhibition Program** (~15hrs/annually)

This committee is looking for artists & curators (or those who want to learn) to choose and support the artists for our annual exhibition program.

### **Education & Outreach Program** (~20hrs/annually)

This committee supports the development and implementation of the educational workshops and programming delivered by the Council. These programs include Art of Craft Speaker Series; Take Off Friday Demonstrations at YVR; Business Support Workshops and Craft, Heritage & Me youth workshops.

### **Special Events Committee** (~25hrs/annually)

This committee oversees the implementation of the various fundraising events the Council hosts annually. The events planned for this year include the Magnificent Fundraiser; Craft Beer for Craft Year Competition; the Annual Earring Show and community-based raffles.

## What does the CCBC membership expect from our Board Members?

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### Our membership expects that Board Members will:

- Attend a Board Orientation
- Ensure information Flow around financial statements, reporting regarding programs and operations, planning
- Protect the assets of Council
- 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
- 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 contemporary craft/art in the broader world.
- Share expert knowledge and skills as required or requested.

**and** the membership expects that Board Members, if they are in the position to give financial charitable donations, to make CCBC one of their charities of choice.

## So how do you apply to be an active part of the thriving BC craft sector?

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- Submit application form (see Appendix A) [president@craftcouncilbc.ca](mailto:president@craftcouncilbc.ca) - an electronic copy can be found out on our website on the About Us page at this [link](#)
- President or Chair of Nominating Committee will contact you, chat and set up an interview date within **one week** of receiving your completed application form
- 2-3 Committee members will interview you in person or via conference call within **two weeks** of talking to you
- allowing **one week** to check references and to secure Board approval you should be notified within **one month** of your application if you are a fit for the current CCBC Board

**APPENDIX A**

**Application to the Board of Directors**

Please complete this application to the best of your ability.

**Answer boxes will expand as needed and save file prior to emailing it.**

Submit Application to: **CCBC President, 1386 Cartwright St., Vancouver, BC V6H 3R8** or  
[president@craftcouncilbc.ca](mailto: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 of Directors?**

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 resumé, please attach it.**