



Prospective Board Member Packet

for

**McCormick Arts Council
at the Keturah, Inc.**

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Mission Statement

“To provide art, culture and education to the region”

The Arts Council’s Major Objectives

- Cooperate with all arts and civic groups to build audience and participants in the arts.
- Promote the arts in the schools (Artists in Education Programs).
- Ensure that all administrative responsibilities are handled to include:
Financial planning and Management – Ensure the MACK facility operates efficiently, offer professional assistance with publicity, development of pamphlets and mailing out of MACK publicity material; provide promotion services including media contacts and development of media news releases; and coordinate presentations and use of community arts events at The MACK.
- Stimulate and encourage participation in cultural activities through regional quality presentations of cultural activities including exhibits, performances and instruction.
- Coordinate with community organizations and other art groups in the state of South Carolina, and Federal government making them aware of each organization’s existence, purpose, and activity.

Board of Directors Criteria

1. MACK Board of Directors members must be members of the MACK in good standing.
2. To become a member of the MACK Board of Directors the individual must be nominated by the Nominating Committee and elected by a vote of the MACK members.
3. MACK Board of Directors members must attend monthly meetings. Three consecutive absences is grounds for dismissal.
4. MACK Board of Directors members must attend MACK functions when possible.
5. MACK Board of Directors members must serve on various committees and act as Committee Chair when appointed.
6. MACK Board of Directors members should continually solicit funds and new

members.

7. MACK Board of Directors members should always promote the arts and art education.
8. MACK Board of Directors members will oversee all activities and assure they are in compliance with the purpose of the organization.
9. MACK Board of Directors members will review recommendations of the Executive Directors, direct and advise the Executive Director, approve expenditures and monitor the financial condition of the organization.
10. MACK Board of Directors members are asked to contribute financially to the annual DONOR25 program. \$100 per Board Member will be collected in January.

Commonly Accepted Legal Responsibilities of Board Members

1. Duty to act in good faith for the interest of members and the organization.
2. Duty of loyalty to the organization.
3. Duty of diligence and reasonable care.
4. Duty to exercise special and professional skills.
5. Responsibility for financial affairs.

Responsibilities of Board Members

1. Policy
 - a. Set policy
 - b. Establish Goals
 - c. Monitor Policy and Goals
2. Fiscal
 - a. Approve budget to achieve goals
 - b. Monitor budget expenditures
 - c. Assist on fundraising
3. Elect Officers
4. Selection of Executive Director
 - a. Guidance in implementing policy and goals
 - b. Monitoring of staff activities
5. Public Relations
 - a. Establish public relations policy

- b. Approve/review public relations plans
- c. Serve as primary spokespersons and ambassadors of goodwill

General Board Information

(from ARTICLE V of the Bylaws)

SECTION 1. The governing body of the McCormick Arts Council shall be a Board of Directors comprised of not more than twenty-four (24) persons who are members in good standing of the McCormick Arts Council and who are elected according to the provisions of Article III, Section 3 and Article V, Section 2. The Executive Director and other employees of the McCormick Arts Council shall not serve as members of the Board of Directors.

SECTION 2. A Nominating Committee as described in Article VI, Section 3, shall make nominations for the Board of Directors, which is appointed by the president. Additional nominations may be made from the floor, with the previous consent of the proposed nominee. In making nominations, the nominating committee shall endeavor to provide representation on the Board of Directors with respect to interest in the purpose and mission of the McCormick Arts Council.

SECTION 3. The terms of the members of the Board of Directors shall be for two (2) years or until their successors shall be duly elected. Terms shall begin on July first of the year in which they are elected. The terms shall be arranged such that one-third of the Board members shall have their terms expire each year.

SECTION 4. The Board of Directors shall meet regularly, preferably monthly, at a time and place chosen by the president. The president may call special meetings.

SECTION 5. Any member who accumulates three (3) consecutive absences from regular or called meetings of the Board of Directors may be dropped from membership on the Board. Such a dismissal shall be made upon a motion to the Board at a regular meeting and upon a majority vote of those present, a quorum having been obtained.

SECTION 6. A quorum at any Board of Directors meeting shall consist of at least forty percent (40%) of those Board Members who are elected and entitled to vote. At any meeting of the Board, the president may declare a quorum by acclamation providing those members who are present are unanimously consenting.

SECTION 7. The order of business at any meeting of the Board of Directors

shall be published ahead of the meeting and shall have been made out by the president in consultation by the executive director.

MACK Committees

(from ARTICLE VI of the Bylaws)

SECTION 1. Each year the president shall determine the committees of the Board, which will serve to fulfill the objectives of the McCormick Arts Council for that year. The president may appoint members to serve on committees who are also members of the Board, members of the McCormick Arts Council or members of the community-at-large. Board members may be asked to choose on which committee they wish to serve. The president may then appoint the chair or the committee may select its chair. The term of committee membership shall be for at least (but not limited to) one (1) year. Membership in the committees shall be by appointment by the president. The members of these special committees shall serve for such a time as may be determined by the Board at the time of their appointment.

SECTION 2. The Executive Committee shall be composed of five (5) members: the president, the vice-president, the secretary, the treasurer and the immediate past president. With the exception of the president, all members of the executive committee shall be appointed with the advice and consent of the Board of Directors. The executive committee shall have the power to act upon any and all matters of business between meetings of the Board of Directors, with the exceptions of altering the budget and/or changing the bylaws. The executive committee shall meet regularly, at meetings called by the president. The president shall serve as chairman of the executive committee. The executive committee shall have the full authority and power to make sales, transfers or assignments of any investments or securities. For the purpose of checks, transfers, assignments or other writings, which may be necessary to carry into effect the above, the Executive Director and the treasurer shall be authorized to sign such papers. In addition, the president shall be authorized to sign such papers when necessary, in case of the absence of either the executive director or the treasurer. The executive committee shall make a full and complete report of its financial transactions to the Board of Directors at the next regular meeting of the Board.

SECTION 3. The nominating committee shall be limited to four (4) persons, three (3) whom of which shall be members of the Board of Directors. This committee shall have the responsibility of nominating members for the Board of Directors, in accordance with the provision of Article IV, Section 2. The committee shall submit its nominations at the annual meeting of the McCormick Arts Council in October of each year. Nominations may be made from the floor at the annual meeting with the prior consent of the nominee. When vacancies occur in the membership of the Board, or in the office of the

president, the nominating committee shall make nominations to the Board to fill the incomplete term of the respective office. During the annual meeting, the nominating committee shall also place in nomination the name for president, which may be the current vice-president or another person who qualifies for the office by having served on the Board of Directors for at least one year.

SECTION 4. The quorum for any committee meeting shall be the majority of the total membership of the committee as constituted at the time of such meeting. Less than quorum may adjourn a meeting, from time to time, until a quorum is present.

Board Officers

(from ARTICLE IV of the Bylaws)

SECTION 1. The officers of the McCormick Arts Council shall be the officers of the Board of Directors and must be members in good standing of the McCormick Arts Council. At the first meeting of the Board of Directors following the Annual Meeting of the members, the president shall present to the Board of Directors a slate of officers which will constitute the remainder of the executive committee as outlined in Article VI, Section 2. These officers shall then take office upon the advice and consent of the Board of Directors.

SECTION 2. The duly elected officers of the Board of Directors shall assume office immediately and shall hold the office for a term of one (1) year or until such time as their successors are duly elected and assume the duties of the office. Vacancies may be filled for the prolonged term of any office in a like manner at any meeting of the Board.

SECTION 3. Any officer may be removed from office at any time by a majority vote of the Board of Directors, as then constituted, notwithstanding the fact that the term for which he or she may have been elected has not expired. No cause need be assigned for any removal from office under this section.

SECTION 4. The president shall preside at all meetings of the members and at all meeting of the Board of Directors. The president shall perform such duties as are incident to the office or properly required of him or her by the Board. The president may or may not vote on any issue except in the case of a tie vote when the president must vote. After completion of the president's full reign of service and his or her term has expired, the person holding this office shall assume the office of the immediate past president. This term of office shall be active, with full voting rights and board privileges until the current president is succeeded. At that time, the current immediate past president becomes past president, and remains as an honorary officeholder for life. The past presidents shall be ex-officio members of the executive committee and the Board of Directors.

SECTION 5. The vice-president shall perform the duties of the president in the absence of the president. In addition, the vice-president shall perform such duties and have such powers as may be properly assigned to him or her by the Board of Directors. The vice-president may advance to the office of president upon end of the current president's term, upon advice and consent of the Board of Directors.

SECTION 6. The treasurer and/or secretary must co-sign on all checks made by The MACK.

SECTION 7. The secretary shall keep a current record of all proceedings at the meetings of the Executive committee and shall be a member of the Executive committee. Staff will maintain all other minutes of the Board of Directors, the members and serve as archivist, including the compilation and storage of a historical portfolio.

Please request an application at:

The MACK

McCormick Arts Council at the Keturah

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