

Commission statements have been drafted for each standing committee. The commission describes the parameters of the committee's responsibilities and role in recommending policies to the Board. The President and Executive Director are ex-officio members of all committees to which they are not otherwise assigned.

## **Standing & Special Committee Commissions**

### **Standing Committee Commissions.**

a. **Executive Committee:** The President, First and Second Vice-Presidents, Secretary, and Treasurer shall be designated by the Board to conduct the business of the Council as the Executive Committee. The President may appoint an ex-officio member in accordance with Article III, Section 2, to serve on this committee. The Executive Committee shall also serve as the Personnel Committee.

1. **Powers.** The Executive Committee shall have and exercise, in the intervals between the meetings of the Board of Directors, all the powers of the Board which may lawfully be delegated in the management of said business of the Corporation, and such lesser powers as may, in said vote of the Board or from time to time by vote of the Board, be specified. Three members of the Executive Committee shall constitute a quorum. It shall meet at the call of the President with 24 hours advance notice.
2. **Recording the Meetings.** The Secretary of the Board, or in his or her absence, a Secretary Pro tempore chosen by the President, shall keep a true record of all Executive Committee proceedings, which record shall always be open to the inspection of any director. All actions of the Executive Committee shall be subject to review by the Board of Directors.
3. **Personnel.** The Executive Committee shall act as the Personnel Committee.
  - This committee shall meet annually to review and evaluate the performance of the Executive Director.
  - This committee shall periodically review the Personnel Policies, with suggested changes presented to the Board of Directors for a vote.
  - This committee is also empowered to hear grievances by HAC employees.
  - Any issue upon which a satisfactory agreement cannot be reached by this committee and an employee may be appealed the full Board.
  - The Executive Director is responsible for staff and day to day expenses.

b. **Nominating Committee.** The Nominating Committee shall nominate personnel to fill expired terms of Board of Directors, with those nominations then being voted upon by the general membership. The Nominating Committee shall also nominate persons to fill the slate of officers for the following year. The President shall chair and appoint three persons (one from general membership and two from the board) to serve on a Nominating Committee. This committee shall meet as needed prior to the annual general membership meeting to fulfill the purposes above. The committee shall submit its nominations to the Board of Directors at the board meeting held prior to the annual general membership meeting. The slate of officers shall also be presented at the board meeting held prior to the annual general membership meeting. The slate of officers will be voted upon and take office at the regular meeting of the Board of Directors following the annual meeting.

c. **Finance Committee.** The Finance Committee is commissioned by and accountable to the Board of Directors of the Hannibal Arts Council to: safeguard its assets; oversee the judicious discharge of its funds; and ensure prudent investments; thereby, asserting its fiduciary responsibilities and guaranteeing the fiscal solvency of the corporation. The Finance Committee shall have the responsibility of making recommendations to the Board of Directors regarding all money and funds (i.e. general fund, vision fund, reserve fund, scholarship funds and any CD's or trust accounts).

d. **Property Committee.** The Property Committee is commissioned by and accountable to the Board of Directors of the Hannibal Arts Council to: oversee the management of property and equipment; thereby ensuring that the Arts Council has used its available space and equipment in the most effective and efficient manner possible. It shall recommend and periodically review all policies concerning the property of the Hannibal Arts Council.

e. **Membership Committee.** The Membership Committee is commissioned by and accountable to the Board of Directors of the Hannibal Arts Council to recruit members and involve them in the activities of the Hannibal Arts Council, thereby increasing the membership base of the Arts Council and their involvement in the organization. It shall recommend and periodically review all policies concerning the membership of the Hannibal Arts Council.

f. **Program Committee.** The Program Committee is commissioned by and accountable to the Board of Directors of the Hannibal Arts Council to plan and present programs, evaluate program effectiveness and ensure that programming addresses the needs of the organization's constituencies, thereby fulfilling the mission of the Hannibal Arts Council. It shall recommend and periodically review all policies concerning the programs of the Hannibal Arts Council.

g. **Children's Program Committee.** The Children's Program Committee is commissioned by and accountable to the Board of Directors of the Hannibal Arts Council to evaluate program effectiveness and ensure that children's programs address

the needs of children and their families, thereby fulfilling the mission of the Hannibal Arts Council. It shall recommend and periodically review all policies concerning the children's programs of the Hannibal Arts Council.

h. **Gallery Committee.** The Gallery Committee is commissioned by and accountable to the Board of Directors of the Hannibal Arts Council to present and support a wide variety of quality exhibits, including single artist and group exhibits, theme exhibits, in both two- and three-dimensional media. The committee will search for financial sponsors for each exhibit and make any needed arrangements for opening receptions. It shall recommend and periodically review all policies concerning gallery programs the Hannibal Arts Council.

i. **Promotion Committee.** The Promotion Committee is commissioned by and accountable to the Board of Directors of the Hannibal Arts Council to oversee the visibility of the Arts Council in the community, evaluate the Arts Council presence on social media, consult on matters of paid advertising, news releases, special campaigns and partnerships with area media, thereby increasing the visibility and presence of the Arts Council. It shall recommend and periodically review all policies concerning promotion of the Hannibal Arts Council.

j. **Advisory Board (Special).** An Advisory Board may be appointed by the President, with the consent of the Board of Directors. The Advisory Board, if appointed, should consist of three or more persons who may be members of the Hannibal Arts Council, but shall not be currently serving on the Board of Directors. The purpose of the Advisory Board will be determined at the time of its appointment, based on the needs of the Hannibal Arts Council at that time.

k. **Development Committee (Special).** The Development Committee is commissioned by and accountable to the Board of Directors of the Hannibal Arts Council to assume primary responsibility in all matters pertaining to annual giving, long-term fundraising efforts (deferred or planned giving, gifts of cash, stocks, securities, life insurance or bequests through wills/trusts) and capital campaigns, thereby solidifying the long-term financial base of the Hannibal Arts Council. It shall recommend and periodically review all policies concerning resource development of the Hannibal Arts Council.