

# Fernie & District Arts Council



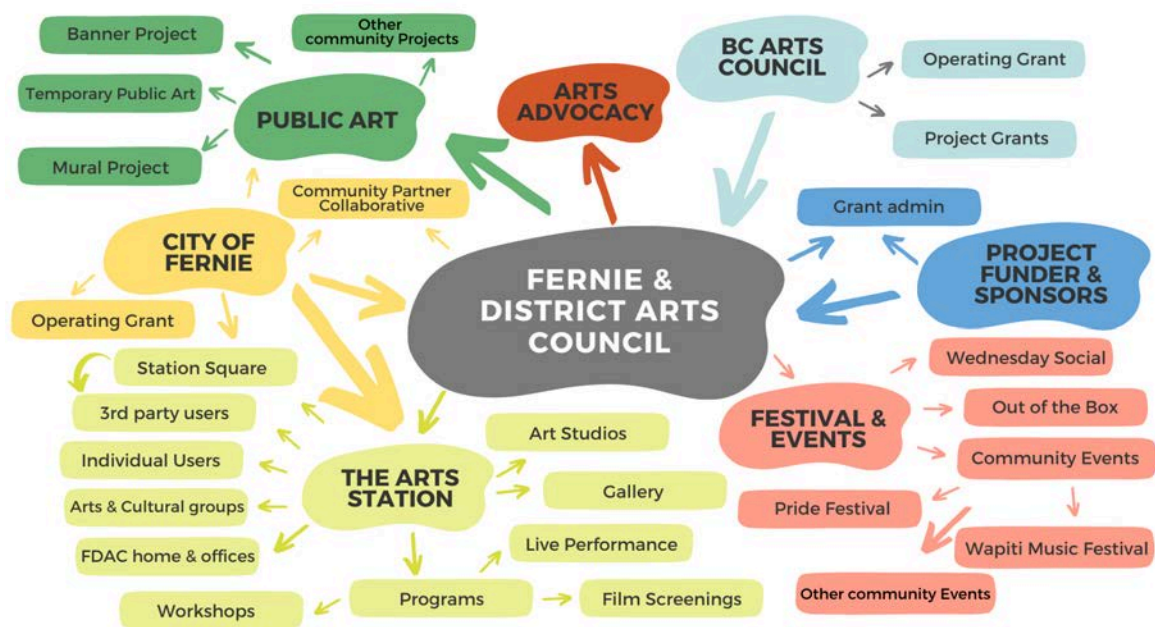
## Board Recruitment Handbook



## ABOUT FDAC

Fernie and District Arts Council (FDAC) is the name of the non-profit organization and registered charity. The Arts Station is the home of FDAC and often how it is referred to by the general public.

FDAC is run by a volunteer governance Board. The FDAC Board directs the Executive Director to run the operational day to day of the organization with help from staff and volunteers.



## MISSION, VISION, AND GOALS

The Fernie and District Arts Council is the heart of the arts and culture in the Elk Valley. The Arts Station is the hub of activity.

The Arts Station encourages and fosters appreciation of arts and culture in the Elk Valley by building connections and partnerships.

The object of this organization is to provide, directly and indirectly, a variety of opportunities for residents of, and visitors to, the City of Fernie and surrounding areas to participate in, and appreciate the value of, cultural activities.

## HISTORY OF THE BUILDING & ORGANIZATION:

The Fernie & District Arts Council was Incorporated as a charity on the 17th of July 1973.

The Arts Station became more than a dream for a handful of art enthusiasts when Canadian Pacific Railway donated land and the old CPR building to the City of Fernie for use as a community arts centre.

The CPR Station was built in 1908 after Fernie's second fire. It is known to be the last surviving first-class CPR station of this design, as the construction was built specifically for the Crowsnest Branch Line.



In 1986, the Fernie & District Arts Council began the renovation and restoration of this remarkable piece of history. A new foundation was laid and the building moved to its new location a few meters from its original home. Most fixtures in the Arts Station are restored originals, while some are replicas.



In October 1990, after four years of hard work by many volunteers, The Station held its grand opening. The Fernie & District Arts Council now operates with 5 staff, contractors and countless volunteers to provide many of the Arts and Cultural services available to members and visitors in Fernie and the area.

While the building is the Arts Council home, it is just one aspect of the organization's operations and many other activities take place in and around the community such as public art, festivals, programs and more!

## OBJECTIVES

- Fostering individual creativity and encouraging artistic work;
- Informing appropriate authorities about the arts and cultural needs of the community, and proactively responding to those needs;
- Coordinating a spectrum of programs, exhibits, performances and events to meet community needs;
- Working in partnership with a broad range of individuals and organizations in the community and region;
- Maintaining and managing The Arts Station facilities in cooperation with the City of Fernie and other Arts Station sponsors;
- Soliciting funds to generate revenue for self-sufficiency in order to increase the positive impacts of the organization;
- Raising public awareness of and increasing exposure to a) art and culture, b) this organization, and c) their value to the community as a whole.

## 2026-2030 Strategic Priorities



## FDAC BOARD

Terms are two years in length with a maximum of 4 terms.

Board Roles:

Chair/Vice Chair or Co- Chair x2

Secretary

Treasurer

Director at Large 1-5

**THE BOARD MEETS  
EVERY SECOND  
THURSDAY OF THE  
MONTH AT 5.30PM**

The Board must consist of at least 5 directors but can have up to 9.

## Qualifications

The following are considered key job qualifications:

- Knowledge of the community
- Commitment to the organization's mission and strategic directions
- A commitment of time
- Openness to learning
- A recent criminal record check which is required for the Arts Station's primary liquor license (this will be required once your seat is taken on the FDAC Board)

## General Experience

The FDAC Board is looking for a diverse range of individuals that cover a broad range of skills, expertise & experience. Board members are not expected to have all of the following but should be able to offer a few of the qualifications below:

- Business
- Financial
- Artist
- Non-Profit
- Human Resources
- Technical
- Legal/Contracts

**DIRECTORS  
INSURANCE IS  
PROVIDED BY SHAW  
SABEY INSURANCE  
COMPANY.**

## Principal Duties of a FDAC Board Director

Every member of the Board of Directors, including the Board's Officers, is expected to fulfill the following responsibilities:

### Be a Brand Ambassador:

- Advocate for the Arts in Fernie and act as an ambassador for the Organization. Ensure your involvement is well-known within your personal and professional network.
- Stay informed about community issues relevant to the mission and objectives of the Organization.

### Engagement and Participation:

- Prepare for and attend board meetings diligently. Read emails, agendas, and additional provided information before and shortly after meetings.
  - Note: If you miss multiple meetings, reassess your commitment and find ways to ensure active participation. Engaged and informed Directors are essential to govern FDAC and realize our vision.

### Collaboration and Decision-Making:

- Listen to others' views, advocate your own, identify common interests and alternatives, and be open to compromise.
- Support governance decisions once made.

### Strategic Planning and Performance Monitoring:

- Participate in reviewing the Organization's mission and objectives, and in developing a strategic plan.
- Help the Board monitor the Organization's performance in relation to its mission, objectives, core values, and reputation.

### Compliance and Oversight:

- Abide by the by-laws, code of conduct, conflict of interest, and other policies that apply to the Board.
- Participate in the approval of the annual budget and monitor the financial performance of the Organization against it.
- Help establish, review, and monitor governance policies.

#### Executive Oversight and Development:

- Participate in the hiring and, if necessary, the releasing of the Executive Director.
- Identify and help recruit prospective board members.
- Participate in the annual evaluation of the board itself.

#### Committee and Event Participation:

- Contribute to the Board's work as a member of a board committee.
- Attend and participate in the Annual General Meeting.
- Stay up to date on FDAC events, policy, and procedures.
- Sit on FDAC committees and attend special events.

#### Accountability:

- The Board of Directors are collectively accountable to the members, community, funders, and other stakeholders. They are responsible for the Organization's performance in relation to its mission and strategic objectives and for the effective stewardship of financial and human resources.
- Individual board members have no authority to approve actions by the Organization, direct staff, or speak on behalf of the Organization unless given authority by the Board.

#### Commitment to the Organization:

- Board members are responsible for acting in the best interests of the Organization. At each board or committee meeting, bring informed decisions and an open-minded perspective without conflict of interest.

#### Key Communication Priorities:

- Always present a positive image of FDAC in all interactions.
- Utilize personal and professional networks to promote the Organization's activities and initiatives.
- Ensure clear, consistent, and strategic communication about FDAC's mission, events, and policies.

By adhering to these duties, Board Directors will play a crucial role in the governance and success of FDAC, ensuring its mission and vision are effectively realized.