



Alberta Craft Council  
*Culture in the making*

# GOVERNANCE PLAN



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# FOREWORD

The Alberta Craft Council's Governance Plan has its foundation in the **Alberta Craft Council Strategic Plan**. All eight Governance 'Principles' are implicitly or explicitly in the ACC's Strategic Plan's "Mission, Vision, Organizational Aims and Core Values" (quality, education, inclusiveness, partnership and innovation) and/or the Plan's six goals:

Alberta Craft Council goals:

- Promotes its Members, the Organization and the Fine Craft Sector
- Facilitates Career Development in the Fine Craft Sector
- Advocates for Fine Craft Provincially, Nationally and Internationally
- Engages its Committed Broad-based Membership
- Partners and Fosters Partnerships to Stimulate Fine Craft Activity
- Fulfills its Mandate

The eight Governance Plan 'Principles' are:

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These Principles represent the essentials of what governs the choices and actions of the ACC as an organization; this Governance Plan details these choices and actions.

The Alberta Craft Council's Governance Plan **is not** a detailed "how to" management plan. Rather, this Plan lists (organized by the eight Principles) the choices, actions, and rationales of what governs the Alberta Craft Council as well as the skill-set contributions of those who are responsible and involved.



# Alberta Craft Council

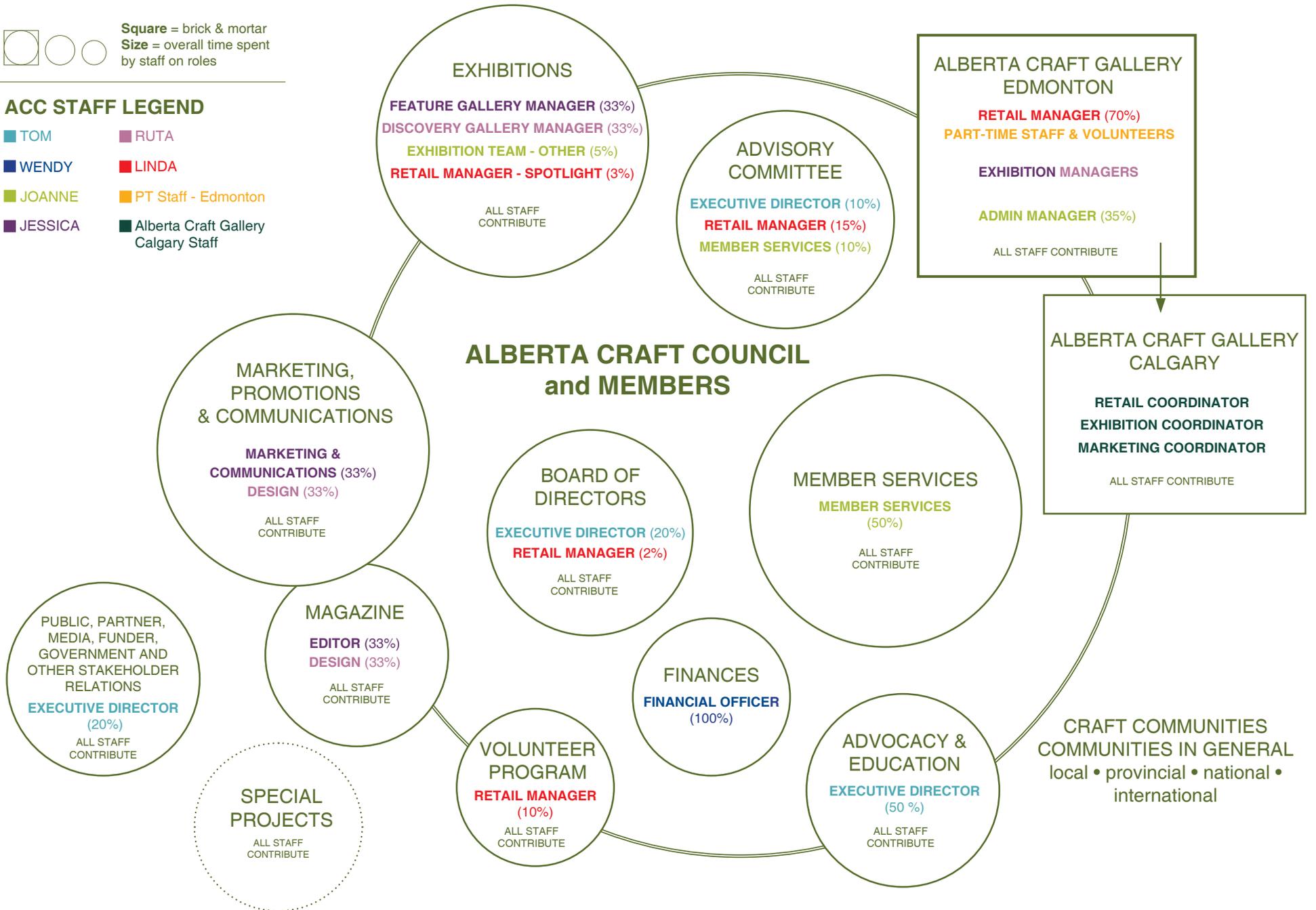
Organizational Chart 2017



**Square** = brick & mortar  
**Size** = overall time spent by staff on roles

## ACC STAFF LEGEND

- TOM
- RUTA
- WENDY
- LINDA
- JOANNE
- PT Staff - Edmonton
- JESSICA
- Alberta Craft Gallery Calgary Staff



# ADVOCACY

## ACC **advocates** Provincially, Nationally, Internationally

Core Values from Strategic Plan:  
 Deliverable **1 of 2**:  
 Purpose:

Goal #1 + Inclusiveness  
**Advocating For ACC & its Members in Craft Sector**  
 Provide comprehensive awareness of the ACC and its members

Who is involved	The purpose of their involvement is to:
Board	<ul style="list-style-type: none"> <li>• <b>advise</b> on ACC’s policies concerning advocacy</li> <li>• <b>support &amp; sustain</b> ACC’s advocacy efforts</li> </ul>
Executive Director	<ul style="list-style-type: none"> <li>• <b>articulate</b> the ACC’s mission, vision and core values to the craft sector</li> <li>• <b>support</b> ACC membership’s interest in fine craft</li> <li>• <b>sustain</b> interest in and relevancy of ACC members’ work in the community</li> <li>• <b>lead</b> the conversation about positioning craft as a distinct unique art form</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• <b>support &amp; sustain</b> ACC’s advocacy efforts</li> </ul>
Members @ Large	<ul style="list-style-type: none"> <li>• <b>support</b> the ACC in its activities regarding advocacy</li> </ul>
Provincial Craft Councils & Other Organizations	<ul style="list-style-type: none"> <li>• <b>collaborate &amp; cooperate</b> with the ACC through agreement to advocate for ACC membership</li> </ul>

# ADVOCACY

## ACC **advocates** Provincially, Nationally, Internationally

Core Values from Strategic Plan:  
 Deliverable **2 of 2**:  
 Purpose:

Goal #1 + Inclusiveness  
**Advocating for Fine Craft in the Larger Community**  
 Raise awareness and appreciation of the importance and value of fine craft

Who is involved	The purpose of their involvement is to:
Board	<ul style="list-style-type: none"> <li>• <b>advise</b> on ACC’s policies concerning Advocacy</li> <li>• <b>support &amp; sustain</b> ACC’s advocacy efforts in the larger community</li> </ul>
Executive Director	<ul style="list-style-type: none"> <li>• <b>articulate</b> the ACC’s mission, vision and core values to the craft sector</li> <li>• <b>support &amp; sustain</b> the interest in and relevancy of fine craft in the larger community</li> <li>• <b>motivate</b> the community to advance the status of fine craft</li> <li>• <b>lead</b> the conversation about positioning craft as a distinct unique art form</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• <b>support &amp; sustain</b> ACC’s advocacy efforts in the larger community</li> </ul>
Members @ Large	<ul style="list-style-type: none"> <li>• <b>support</b> the ACC in its activities regarding advocacy in the larger community</li> </ul>
Provincial Craft Councils & Other Organizations	<ul style="list-style-type: none"> <li>• <b>collaborate &amp; cooperate</b> with the ACC through agreement to advocate for fine craft</li> </ul>

# PARTNERSHIP

## ACC supports Partnership

Core Values from Strategic Plan:  
 Deliverable 1 of 1:  
 Purpose:

Goal #5 + Partnership  
**Liaising with Organizations & Individuals outside the ACC**  
 Further the aims and goals of the ACC

Who is involved	The purpose of their involvement is to:
Board	<ul style="list-style-type: none"> <li>• <b>direct requests</b> for new partnerships to appropriate contact (ED)</li> <li>• <b>work with &amp; maintain</b> established partnerships</li> </ul>
Executive Director	<ul style="list-style-type: none"> <li>• <b>initiate, build &amp; manage</b> ACC's new &amp; established partnerships that further the ACC's mandate</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• <b>direct requests</b> for new partnerships to appropriate contact (ED)</li> <li>• <b>work with &amp; maintain</b> established partnerships</li> </ul>
Members @ Large	<ul style="list-style-type: none"> <li>• <b>support</b> the ACC's partnership activities</li> </ul>
Provincial Craft Councils & Other Organizations	<ul style="list-style-type: none"> <li>• <b>collaborate &amp; cooperate</b> with the ACC for mutual support of fine craft</li> </ul>

# EXCELLENCE

## ACC sets & communicates the standards of Excellence Externally

Core Values from Strategic Plan:  
 Deliverable 1 of 3:  
 Purpose:

Quality; Innovation; Inclusiveness  
**Recognizing & Communicating Excellence**  
 As an authority regarding excellence in fine craft, ACC sets and communicates standards recognizing quality, authenticity, innovation and craftsmanship

Who is involved	The purpose of their involvement is to:
Board	<ul style="list-style-type: none"> <li>• <b>ensure &amp; support</b> ACC's activities to reflect excellence</li> <li>• <b>support</b> the ED and staff in their selection process</li> </ul>
Executive Director	<ul style="list-style-type: none"> <li>• <b>provide leadership and direction</b> in ACC activities that reflect excellence</li> <li>• <b>adapt &amp; evolve</b> with new definitions of fine craft</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• <b>ensure</b> communications &amp; presentation about ACC activities reflect excellence</li> </ul>
Members @ Large	<ul style="list-style-type: none"> <li>• <b>support</b> the ACC in its promotion of excellence</li> </ul>
Other National & International Craft Councils	<ul style="list-style-type: none"> <li>• by invitation from ED, <b>provide</b> forums for communicating excellence in craft</li> <li>• <b>serve</b> as a reference by which the ACC measures, compares, and/or distinguishes itself</li> <li>• <b>provide</b> up-to-date information regarding their fine craft sector</li> </ul>

# EXCELLENCE

## ACC supports Excellence Internally

Core Values from Strategic Plan:  
 Deliverable **2 of 3**:  
 Purpose:

Quality; Innovation; Inclusiveness  
**Selecting Board & Staff Members**  
 Provide, promote and maintain good governance and good management

Who is involved	The purpose of their involvement is to:
Board	<ul style="list-style-type: none"> <li>• <b>advise</b> on ACC priorities to ensure excellent staffing</li> <li>• <b>maintain</b> the priorities of the Strategic Plan in board selection</li> <li>• <b>select</b> ED and provide performance reviews</li> </ul>
Executive Director	<ul style="list-style-type: none"> <li>• <b>ensure</b> a knowledgeable, capable and skilled staff</li> <li>• <b>maintain</b> the priorities of the Strategic Plan in board &amp; staff selection</li> <li>• <b>encourage</b> growth in ACC staff &amp; board</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• <b>ensure</b> that their roles are always directed towards excellence</li> <li>• <b>contribute</b> to potential selection</li> </ul>
Members @ Large	<ul style="list-style-type: none"> <li>• by invitation from ED, <b>offer</b> expert advice</li> </ul>
Arts & Culture Organizations	<ul style="list-style-type: none"> <li>• <b>provide</b> communication forums to inform potential board &amp; staff of ACC hiring opportunities</li> </ul>

# EXCELLENCE

## ACC supports Excellence for its Membership

Core Values from Strategic Plan:  
 Deliverable **3 of 3**:  
 Purpose:

Quality; Innovation; Inclusiveness  
**Recognize, Encourage & Advise for Excellence**  
 Recognize, encourage & advise members to assist them in their craft career & to reflect ACC's set standards of excellence

Who is involved	The purpose of their involvement is to:
Board	<ul style="list-style-type: none"> <li>• <b>support</b> the innovative initiatives of the ACC</li> <li>• <b>advise</b> on ACC policies concerning selecting excellence</li> </ul>
Executive Director	<ul style="list-style-type: none"> <li>• <b>provide leadership and direction</b> in review of a member's craft career, work and professional goals</li> <li>• <b>encourage</b> diversity in all aspects of ACC's activities</li> <li>• <b>ensure</b> that ACC embraces new trends, ideas, technologies and artists while respecting the traditions of fine craft</li> <li>• <b>identify</b> recognition opportunities for ACC and its members</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• <b>encourage, promote &amp; support</b> members' craft career, work &amp; professional goals</li> <li>• <b>highlight</b> the innovative character of artists' work and its relevance to fine craft</li> </ul>
Members @ Large	<ul style="list-style-type: none"> <li>• <b>support</b> the ACC in its activities with fine craft</li> <li>• by invitation from ED, <b>provide</b> expert advice</li> </ul>
Awarding Agencies	<ul style="list-style-type: none"> <li>• <b>provide</b> opportunities for recognition of excellence</li> </ul>

# EDUCATION & INFORMATION

## ACC educates & informs Internally

Core Values from Strategic Plan:  
 Deliverable 1 of 1:  
 Purpose:

Goal #2  
**Advice to Members**  
 As an authority, work with members to advance their craft career development per the ACC's standards of excellence. (e.g. Advisory Committee)

Who is involved	The purpose of their involvement is to:
Board	<ul style="list-style-type: none"> <li>• <b>observe</b> without involvement</li> </ul>
Executive Director	<ul style="list-style-type: none"> <li>• <b>provide leadership and direction</b> in review of artists' craft career, work and professional goals</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• <b>review</b> artists' craft career, work and professional goals</li> <li>• <b>provide</b> feedback that informs and advises</li> </ul>
Members @ Large	<ul style="list-style-type: none"> <li>• by invitation from ED, <b>provide</b> expert advice</li> </ul>
Other	

# EDUCATION & INFORMATION

## ACC educates & informs Externally

Core Values from Strategic Plan:  
 Deliverable 1 of 2:  
 Purpose:

Goal #3.2 & #5  
**Educate & Inform about Fine Craft**  
 To reflect the definition of fine craft through ACC activities

Who is involved	The purpose of their involvement is to:
Board	<ul style="list-style-type: none"> <li>• <b>advise</b> on ACC policies concerning the ACC's public involvement with fine craft</li> </ul>
Executive Director	<ul style="list-style-type: none"> <li>• <b>direct</b> all ACC activities to reflect &amp; communicate ACC's high standards</li> <li>• <b>educate &amp; inform</b> patrons about fine craft</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• <b>educate &amp; inform</b> the ACC's audience about fine craft</li> </ul>
Members @ Large	<ul style="list-style-type: none"> <li>• <b>support</b> the ACC in its public activities with fine craft</li> </ul>
Learning Institutions & Craft Councils	<ul style="list-style-type: none"> <li>• <b>support</b> the ACC in its public activities with fine craft</li> </ul>

# EDUCATION & INFORMATION

## ACC educates & informs Externally

Core Values from Strategic Plan:  
 Deliverable 2 of 2:  
 Purpose:

Goal #3.2 & #5  
**Educate & Inform Public about ACC Activities**  
 Strong promotion of the ACC

Who is involved	The purpose of their involvement is to:
Board	<ul style="list-style-type: none"> <li>• <b>inform &amp; clarify</b> public perception re: ACC’s purpose as reps to the public at large</li> <li>• <b>elevate</b> the ACC’s presence in the Alberta arts sector as reps to the public at large</li> </ul>
Executive Director	<ul style="list-style-type: none"> <li>• <b>inform, clarify &amp; direct</b> public perception regarding ACC’s purpose</li> <li>• <b>elevate</b> the ACC’s presence in the Alberta arts sector</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• <b>inform &amp; clarify</b> public perception re: ACC’s purpose through retail &amp; exhibition galleries</li> <li>• <b>elevate</b> the ACC’s presence in the Alberta arts sector through all its activities</li> </ul>
Members @ Large	<ul style="list-style-type: none"> <li>• <b>inform &amp; clarify</b> public perception regarding ACC’s purpose and fine craft</li> <li>• <b>elevate</b> the ACC’s presence in the Alberta arts sector</li> </ul>
Media Networks	<ul style="list-style-type: none"> <li>• <b>provide</b> communication forums to inform</li> </ul>

# LEADERSHIP

## ACC supports Collaborative Leadership

Core Values from Strategic Plan:  
 Deliverable **1 of 2**:  
 Purpose:

Goal #5  
**Collaborative Management**  
 ACC initiates and joins partnerships that further its aims and goals

Who is involved	The purpose of their involvement is to:
Board	<ul style="list-style-type: none"> <li>• <b>support</b> the collaborative initiatives of the ACC</li> </ul>
Executive Director	<ul style="list-style-type: none"> <li>• <b>empower</b> staff and members at large to partner with the ACC vision</li> <li>• <b>initiate</b> projects and ideas that encourage collaborative partnerships</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• <b>support and cooperate</b> on projects</li> <li>• <b>contribute</b> innovative ideas</li> </ul>
Members @ Large	<ul style="list-style-type: none"> <li>• <b>support</b> the collaborative initiatives of the ACC</li> </ul>
Other Organizations	<ul style="list-style-type: none"> <li>• by invitation of the ED, <b>advise</b> on opportunities for collaboration</li> </ul>

# LEADERSHIP

## ACC supports Responsible & Responsive Governance & Administration

Core Values from Strategic Plan:  
 Deliverable **2 of 2**:  
 Purpose:

Goal #6.2  
**Collaborative Governance**  
 Fulfill ACC mandate for healthy, collaborative and cooperative governance

Who is involved	The purpose of their involvement is to:
Board	<ul style="list-style-type: none"> <li>• <b>ensure</b> good governance &amp; administration</li> <li>• <b>report</b> to membership about ACC operations &amp; governance at AGM</li> <li>• <b>educate</b> board members about ACC standards of good governance</li> </ul>
Executive Director	<ul style="list-style-type: none"> <li>• <b>connect</b> staff, board &amp; ACC activities to the ACC's mandate</li> <li>• <b>provide</b> guidance &amp; alternative perspectives</li> <li>• <b>report</b> to board for approval on major governance decisions</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• <b>cooperate</b> with coworkers, board &amp; ED to meet the organization's needs</li> <li>• <b>complete</b> operational commitments</li> </ul>
Members @ Large	<ul style="list-style-type: none"> <li>• <b>support</b> the mandate of the ACC</li> <li>• <b>be active &amp; engaged</b> in the evolution of ACC</li> </ul>
Regulatory Bodies (formal & informal)	<ul style="list-style-type: none"> <li>• by invitation of the ED as per regulations, <b>report to &amp; meet the criteria</b> of funders, government regulators</li> </ul>

# COMMUNICATIONS

## ACC demonstrates ACC Core Values to its Membership

Core Values from Strategic Plan:  
 Deliverable 1 of 1:  
 Purpose:

Goal #1, #4 and Core Values  
**Core Values are Enacted**  
 Support, promote ACC Core Values through transparent communication

Who is involved	The purpose of their involvement is to:
Board	<ul style="list-style-type: none"> <li>• <b>ensure</b> core values direct all ACC activities</li> <li>• <b>support</b> ED's initiatives in explaining and demonstrating ACC mission, vision, aims and values</li> </ul>
Executive Director	<ul style="list-style-type: none"> <li>• <b>ensure and direct</b> a consistent message based on the core values of the ACC</li> <li>• <b>interpret and demonstrate</b> ACC mission, vision, aims and values</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• <b>support and deliver</b> services to membership in accordance with the mission</li> <li>• <b>collaborate</b> with ED, staff &amp; membership on ACC activities demonstrating core values</li> </ul>
Members @ Large	<ul style="list-style-type: none"> <li>• <b>support</b> activities that demonstrate core values</li> <li>• <b>be actively informed</b> about core values</li> </ul>
Other	

# RESPONSIVE TO MEMBERS

ACC **serves** its Membership

Core Values from Strategic Plan:  
Deliverable 1 of 1:  
Purpose:

Goal #4  
**Work with and for ACC Members**  
Support the ACC membership needs

Who is involved	The purpose of their involvement is to:
Board	<ul style="list-style-type: none"> <li>• <b>advise</b> on ACC policies regarding membership</li> <li>• <b>make recommendations</b> for new initiatives</li> </ul>
Executive Director	<ul style="list-style-type: none"> <li>• <b>direct &amp; guide</b> appropriate activities that support ACC membership</li> <li>• <b>collaborate</b> with staff to meet membership needs</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• <b>ensure</b> services are provided to the membership</li> <li>• <b>listen to &amp; convey</b> membership needs</li> <li>• <b>collaborate</b> with staff &amp; ED to meet membership needs</li> </ul>
Members @ Large	<ul style="list-style-type: none"> <li>• <b>provide feedback</b> regarding quality of ACC services &amp; ongoing membership needs</li> </ul>
Other	<ul style="list-style-type: none"> <li>• in cooperation with the ACC, <b>assist</b> with ACC's expanding member needs</li> </ul>

# FISCAL RESPONSIBILITY

ACC **ensures** consistent and increased funding through Fiscal Practices

Core Values from Strategic Plan:  
 Deliverable **1 of 2**:  
 Purpose:

Goal #6.1  
**Historic & Projected Financial Information for Funding Applications & Reports**  
 To meet operational commitments and future initiatives

Who is involved	The purpose of their involvement is to:
Board	<ul style="list-style-type: none"> <li>• <b>review &amp; utilize</b> ongoing financial reports</li> <li>• <b>review &amp; utilize</b> Annual Financial Report</li> <li>• <b>approve</b> Annual Budget</li> </ul>
Executive Director	<ul style="list-style-type: none"> <li>• <b>complete</b> funding applications and reporting requirements</li> <li>• <b>collaborate</b> with Financial Officer (FO) on projected budget</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• <b>FO advises</b> on projected future financial requirements</li> <li>• <b>FO completes</b> financial statements and projections for funding applications</li> <li>• <b>FO maintains</b> financial information for reporting requirements</li> <li>• <b>FO coordinates</b> information for grants, funding &amp; reports</li> <li>• <b>staff provides</b> information as needed</li> </ul>
Members @ Large	<ul style="list-style-type: none"> <li>• <b>review and accept</b> Annual Financial Statements</li> </ul>
Funding Agencies	<ul style="list-style-type: none"> <li>• <b>provide</b> feedback on applications</li> </ul>

# FISCAL RESPONSIBILITY

ACC **ensures** responsible & responsive financial administration through Fiscal Practices

Core Values from Strategic Plan:  
 Deliverable **2 of 2**:  
 Purpose:

Goal #6.2  
**Audited Financial Statements**  
 To meet accounting reporting obligations to ensure continuation of operations

Who is involved	The purpose of their involvement is to:
Board	<ul style="list-style-type: none"> <li>• <b>review</b> Annual Financial Report</li> <li>• <b>treasurer</b> presents Treasurer's Report at AGM</li> </ul>
Executive Director	<ul style="list-style-type: none"> <li>• <b>support FO</b> in ongoing day-to-day financial requirements</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• <b>FO manages</b> day-to-day financial requirements of ACC</li> <li>• <b>staff supports FO</b> by providing information as needed</li> <li>• <b>FO prepares</b> year end financial statements for audit</li> <li>• <b>FO supports</b> auditors during annual audit</li> </ul>
Members @ Large	<ul style="list-style-type: none"> <li>• <b>review</b> Annual Financial Report</li> <li>• <b>approve</b> Annual Financial Statements</li> </ul>
Funding Agencies	<ul style="list-style-type: none"> <li>• <b>complete</b> Annual audit</li> <li>• <b>provide</b> ongoing support to FO</li> </ul>



# Governance Roles



## The Contributions to the ACC's Governance Principles

The Alberta Craft Council is a self-governing organization comprised of four parties: a provincial Board of Directors, the Executive Director, Staff, and ACC members at large. With a variety of skills, roles and responsibilities, each party contributes to the ACC's eight principles of governance: Advocacy, Partnerships, Excellence, Education & Information, Leadership, Communications, Responsive to Members, and Fiscal Responsibility.

# The Contributions to the ACC's Governance Principles by the Board

## ADVOCACY

- **advise** on ACC's policies concerning Advocacy
- **support & sustain** ACC's advocacy efforts

## PARTNERSHIPS

- **direct requests** for new partnerships to appropriate contact (ED)
- **work with & maintain** established partnerships

## EXCELLENCE

- **ensure & support** ACC's activities to reflect excellence
- **support** the ED and staff in their selection process
- **advise** on ACC priorities to ensure excellent staffing
- **maintain** the priorities of the strategic plan in board selection
- **select** ED and provide performance reviews
- **support** the innovative initiatives of the ACC
- **advise** on ACC policies concerning selecting excellence

## EDUCATION AND INFORMATION

- **advise** on ACC policies concerning the ACC's public involvement with fine craft
- **inform & clarify** public perception re: ACC's purpose as reps to the public at large
- **elevate** the ACC's presence in the Alberta arts sector as reps to the public at large

## LEADERSHIP

- **support** the collaborative initiatives of the ACC
- **ensure** good governance & administration
- **report** to membership about ACC operations & governance at AGM
- **educate** board members about ACC standards of good governance

## COMMUNICATION

- **ensure** core values direct all ACC activities
- **support** ED's initiatives in explaining and demonstrating ACC mission, vision, aims and values

## RESPONSIVE TO MEMBERS

- **advise** on ACC policies regarding membership
- **make recommendations** for new initiatives

## FISCAL RESPONSIBILITY

- **review & utilize** ongoing financial reports
- **review & utilize** Annual Financial Report
- **approve** Annual Budget
- **review** Annual Financial Report
- **treasurer** presents Treasurer's Report at AGM

# The Contributions to the ACC's Governance Principles by **Executive Director**

## ADVOCACY

- **articulate** the ACC's mission, vision and core values to the craft sector
- **support** ACC membership's interest in fine craft
- **sustain** interest in and relevancy of ACC members' work in the community
- **motivate** the community to advance the status of fine craft
- **lead** the conversation about positioning craft as a distinct unique art form

## PARTNERSHIPS

- **initiate, build & manage** ACC's new & established partnerships that further the ACC's mandate

## EXCELLENCE

- **provide leadership and direction** in ACC activities and member's craft career, work and professional goals
- **adapt, evolve & ensure** that ACC embraces new trends, ideas, technologies while respecting the traditions of fine craft
- **encourage** diversity in all aspects of ACC's activities
- **encourage & ensure** a knowledgeable, capable and skilled staff
- **identify** recognition opportunities for ACC and its members
- **maintain** the priorities of the strategic plan in board & staff selection
- **contribute** to selection processes (exhibition, retail, etc)

## EDUCATION AND INFORMATION

- **direct** all ACC activities to reflect & communicate ACC's high standards
- **educate & inform** patrons about fine craft
- **inform, clarify & direct** public perception regarding ACC's purpose
- **elevate** the ACC's presence in the Alberta arts sector

## LEADERSHIP

- **empower** staff and members at large to partner with the ACC vision
- **initiate** projects and ideas that encourage collaborative partnerships
- **connect** staff, board & ACC activities to the ACC's mandate
- **provide** guidance & alternative perspectives
- **report** to board for approval on major governance decisions

## COMMUNICATION

- **ensure** and direct a consistent message based on the core values of the ACC
- **interpret** and demonstrate ACC mission, vision, aims and values

## RESPONSIVE TO MEMBERS

- **direct & guide** appropriate activities that support ACC membership
- **collaborate** with staff to meet membership needs

## FISCAL RESPONSIBILITY

- **complete** funding applications and reporting requirements
- **collaborate** with Financial Officer (FO) on projected budget
- **support** FO in ongoing day-to-day financial requirements

# The Contributions to the ACC's Governance Principles by Staff

## ADVOCACY

- **support & sustain** ACC's advocacy efforts

## PARTNERSHIPS

- **direct** requests for new partnerships to appropriate contact (ED)
- **work with & maintain** established partnerships

## EXCELLENCE

- **ensure** communications & presentations about ACC activities reflects excellence
- **contribute** to selection processes (exhibition, retail, etc.)
- **encourage, promote & support** members' craft career, work & professional goals
- **highlight** the innovative character of craft artists' work and its relevance

## EDUCATION AND INFORMATION

- **review** artists' craft career, work and professional goals
- **provide** feedback that informs and advises
- **educate & inform** the ACC's audience about fine craft
- **inform & clarify** public perception re: ACC's purpose through retail & exhibition galleries
- **elevate** the ACC's presence in the Alberta arts sector through all its activities

## LEADERSHIP

- **support and** cooperate on projects
- **contribute** innovative ideas
- **cooperate** with coworkers, board & ED to meet the organization's needs
- **complete** operational commitments

## COMMUNICATION

- **support and deliver** services to membership in accordance with the mission
- **collaborate** with ED, staff & membership on ACC activities demonstrating core values

## RESPONSIVE TO MEMBERS

- **ensure** services are provided to the membership
- **listen to & convey** membership needs
- **collaborate** with staff & ED to meet membership needs

## FISCAL RESPONSIBILITY

- Financial Officer (FO) **advises** on projected future financial requirements
  - **complete** financial statements and projections for funding applications
  - **maintain** financial information for reporting requirements
  - **coordinate** information for grants, funding & reports
  - **manage** day-to-day financial requirements of ACC
  - **prepare** year-end financial statements for audit
  - **support** auditors during annual audit
- staff **provides** information to FO as needed

# The Contributions to the ACC's Governance Principles by **Members at Large**

## ADVOCACY

- **support** the ACC in its activities regarding advocacy within the membership and to the larger community

## PARTNERSHIPS

- **support** the ACC's partnership activities

## EXCELLENCE

- **support** the ACC in its promotion of excellence
- by invitation from ED, **offer** expert advice

## EDUCATION AND INFORMATION

- **support** the ACC in its public activities with fine craft
- **inform & clarify** public perception regarding ACC's purpose and fine craft
- **elevate** the ACC's presence in the Alberta arts sector

## LEADERSHIP

- **support** the collaborative initiatives of the ACC
- **support** the mandate of the ACC
- **be active & engaged** in the evolution of ACC

## COMMUNICATION

- **support** activities that demonstrate core values
- **be actively informed** about core values

## RESPONSIVE TO MEMBERS

- **provide feedback** regarding quality of ACC services & ongoing membership needs

## FISCAL RESPONSIBILITY

- **review** Annual Financial Report
- **approve** Annual Financial Statements