



Partnership between PCRAPD, PCC and PCAC

Roles and obligations of each organization:

Person County Recreation, Arts, and Parks:

Owners and operators of the Kirby Cultural Arts Complex, Person County Recreation, Arts and Parks is responsible for the day to day operation, financial responsibility, capital improvements, Public Safety, facility maintenance, and facility upgrades. The County is the overall overseer of the Kirby Cultural Arts Complex.

Piedmont Community College:

As a contractor to the County, the College is responsible for managing the operations of the Kirby Cultural Arts Complex and its resources. This is done through fiscal responsibility, sound business practices and services provided to the citizens of Person County as well as visitors, by the Kirby Cultural Arts Complex Director and his or her staff. The Director will oversee the operations of the facility, the staff, maintenance, and services provided. This includes being responsible for development and implementation of cultural arts programming for all citizens of Person County and collaborating with various private, nonprofits, civic organizations, schools, and other organizations in the area of cultural arts programming, rentals, special public programs, etc.

Person County Arts Council:

PCAC Advisory Board members, in collaboration with the director of the Kirby Cultural Arts Complex, are responsible for the development and implementation of new and existing cultural arts programming and projects, which are designed to directly offer cultural opportunities to all citizens of Person County. The Person County Arts Council is expected to collaborate with civic organizations, local non-profits, Person County Government, Person County schools, public institutions, artists, and additional groups, in efforts to support the sustainability, awareness and appreciation of the arts in our community. The Person County Arts Council is required to maintain transparency in their decision-making process, as well as adhere to rigorous conflict-of-interest policies, which ensure that all citizens of Person County are equally served by the board's decisions. In addition, the Person County Arts Council is responsible for fully or partially subsidizing public cultural arts programs for Person County citizens and securing NC State Arts grants, donations and other grants, in an effort to generate funds to ensure future arts council operations. Finally, members of the Person County Arts Council are responsible for volunteerism and advocacy for cultural arts programming.

Person County Arts Council

Mission: The Person County Arts Council commits to serve the community by providing diverse educational, cultural, and artistic opportunities for all citizens, in order to facilitate and grow financially sustainable art programs, local tourism in Person County, and an appreciation for the arts among our citizens and youth.

Vision: We desire to invest in our community by fostering creativity, advancing opportunities for arts education and awareness, and developing collaborative partnerships with local government and educational institutions.

Values:

- **Education:** We believe that an exposure to the arts through creative, educational and cultural experiences, will increase our community's appreciation and awareness of the humanities, ideas, diversity, culture, and general learning.
- **Commitment:** We commit to working together in order to facilitate the development of high-quality, diverse programming, which inspires artistic appreciation, artistic practices, and artistic initiatives in our citizens.
- **Accessibility:** We strive to make arts programming accessible to all citizens.
- **Diversity:** We are dedicated to celebrating diversity in our community and beyond, and work to create an environment that respects and honors all individual's identities, heritages and cultural backgrounds. We are committed to providing equal opportunities for all individuals regardless of race, creed, color, religion, gender, sexual orientation, gender identity, financial status, national origin, age, ability, genetic information, veteran status, marital status, pregnancy, or any other basis related to identity and protected by the law.
- **Sustainability:** We strive to continue to maintain the financial sustainability and responsibility of the Person County Arts Council and the Kirby Cultural Arts Complex, in order to ensure the long-term growth and impact of our arts programming and initiatives.

Purpose and Intent:

The objective of the Person County Arts Council is to assist the Person County Recreation, Arts, and Parks Department and the Kirby Cultural Arts Complex in fulfilling their mission as it pertains to the cultural arts in Person County.

The Person County Arts Council fulfills the objective by monitoring and evaluating programs, giving voice to underserved segments of the community, recommending programs and activities, and advocating for the arts.

History: The Person County Arts Council was formed in 1978 as a volunteer organization with the mission to increase the interests of the communities in the arts, to assist all who wish to make an artistic contribution, and to bring the artist and the community-at-large together in a mutually beneficial and humanizing relationship. The Arts Council began organizing in October, 1977 with the guidance of the North Carolina Arts Council in Raleigh. A Steering Committee, representing every art form and every art-related organization, was organized to develop a set of by-laws and to elect the first Board of Directors. By May, 1978, the first slate of officers was elected during a meeting of the general membership. By February, 1979, they had become incorporated, had applied for non-profit status, and had been awarded a Grassroots Grant funding from the North Carolina Arts Council and a \$5,000 from Person Board of County Commissioners. Since its inception, the Person County Arts Council has supported events and programs still seen in our community today, including: an art festival, a music festival, visual art exhibits, performing arts shows, arts in education, minority artists, and new artists.

The Kirby Theater opened in 1949 and continues to be a vital part of historic uptown Roxboro. In 2010, a partnership between Piedmont Community College and Person County was formed to develop the Kirby Cultural Arts Complex which includes an art gallery, the theater and fine arts classrooms. Cultural Arts for Person County is a division of Recreation, Arts and Parks under County Government, where the Arts Council is housed. The two organizations work in tandem; pooling their funding and resources to make more

comprehensive arts programs. The Person County Arts Council receives funding from the North Carolina Arts Council, division of the Department of Natural and Cultural Resources, a state agency.

What We Do:

- Offer free or low-cost Arts in Education programming (camps, youth theater, free school shows, storytelling, field trips) to local youth.
- Promote multi-cultural arts programming
- Support artistic development of individuals and organizations
- Network and advocate for the arts
- Raise the visibility of arts and culture in Person County through public art, education, and placemaking
- Disseminate information and resources for citizens and artists
- Maintain sustainable relationships and partnerships with local government and educational institutions
- Offer diverse calendar of ongoing arts and cultural events
- Provide accessible arts programming to the citizens of Person County

Who We Serve: Citizens, artists, and the art community of Person County

PCAC Committees and Committee Roles:

The Arts in Education Committee shall strive to:

- Collaborate with local artists, schools, daycares, churches, senior center, non-profits and specialized programs to provide arts-centered educational programming.
- Expand the current PCAC AIE program offerings.
- Promote the KCAC as a space for educational opportunities.
- Serve as a resource for arts organizations and artists in the community.
- Work to keep the arts in schools.
- Promote educational opportunities to our community.
- Facilitate arts education, assisting with community challenges (poverty, health, transit, disability, etc.).

The Roxboro Little Theater Committee shall strive to:

- Enhance the RLT program so that it enriches the lives of the participants and audience members by providing an outlet through which those who have an interest in theater can, through participation in productions, find an outlet for their creative talents and spirit, or, through attendance at productions, be entertained by live theater.
- Produce at least four plays of various genres each season that shall offer as many opportunities for participation as possible.
- Encourage at least two youth and children's productions.
- Promote education as a part of the RLT Performing Arts Season and the YST program.
- Create a diverse season of shows that is reflective of the interests of the community we serve.
- Propose changes that can improve the performance and audience experience.
- Assess/evaluate the success of plays each season.
- Generate revenue through productions in order to sustain and grow RLT programming.
- Explore how the theater arts can assist with community challenges (poverty, health, transit, disability, etc).
- Seek opportunities for outreach to non-theater affiliated individuals.

The Public Art Committee shall strive to:

- Identify opportunities relating to administration, location, acquisition, maintenance and inclusion of public artworks in Person County.
- Engage the community in the development and implementation of public art projects.

- Expand public art offerings in Person County.
- Promote public art as an avenue that encourages learning and tourism within our community.
- Select sites throughout county so that all areas of the community are impacted and work to increase public access to the arts.
- Engage local artists in potential projects.
- Seek to increase local access to the arts.
- Explore how public art can assist with community challenges (poverty, health, transit, disability, etc).
- Build and maintain relationships with county/city/municipal entities to identify and secure access to public spaces.
- Develop a public art program that not only beautifies, but gives community members a space for self-expression, investment and community building.

Person County Arts Council Board Member Roles and Responsibilities

Mission, values, goals, strategic priorities and performance assessment

- Management of the overall mission of our organization, keeping in mind:
 - why do we exist
 - who do we serve
 - what services should we provide
 - what values and ethical guidelines should we follow in provision of them
- Set yearly objectives and develop a strategic plan to achieve these objectives
- Assess the success of yearly objectives
- Actively participate in standing and new committees, volunteerism, advocacy and fundraising
- Contribute thoughts, ideas and constructive criticism to ensure the best possible experience for patrons, performers, artists and staff.
- Seek consensus and recognize that some decisions will not be unanimous; take ownership and emerge as one voice once a decision has been made.
- Ensure the confidentiality of Board discussions including programming, budget, staffing, and sponsorship information, until decisions have been reached and public communications have been issued by the Kirby, the County, PCRAPD or PCC.

Fiscal oversight and risk assessment

- Ensure that the PCAC behaves in a fiscally and legally responsible manner
- Manage resources effectively
- Ensure accountability to donors
- Participate in fundraising for the PCAC

Community relations

- Represent the mission of the PCAC to the public
- Build partnerships and alliances that benefit cultural art experiences in the community
- Enhance awareness and advocacy of cultural arts programs
- Maintain a positive image of the PCAC to the public

Resource Development

- Ensure that the PCAC obtains adequate funding to continue programming and achieve objectives

Decision-making/Evaluating

- Work with the Kirby Cultural Arts Complex Director to design a performance art season that consists of RLT shows and presenter shows that is:

- Cultivated for Person County
- Diverse in its development
- Meets programmatic and financial requirements from the NC State Arts Council, Person County, Recreation, Arts and Parks (PCRAP), and Piedmont Community College (PCC)
- Submit season programming for approval to the PCRAP Department/PCC in time for the budget process in March
- Review and evaluate programs/shows to inform future decision-making

Implementing

- Serve as members of standing committees (i.e.: Arts in Education, Roxboro Little Theater, Public Art, etc.)
- Serve as volunteers in the Kirby Cultural Arts Complex (i.e.: Ushering, Concessions, Wait Staff, etc.)
- Solicit prospective donors for funds (i.e.: Kirby Sponsorships, Playbill Ads, etc.)

Person County Arts Council Board Member Letter of Agreement

I, _____ understand that as a member of the Person County Arts Council Board of Directors I have a legal, moral, and fiduciary responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

*Members of the board share these responsibilities while acting in the interest of the PCAC. Each member is expected to make recommendations based on his or her experience and vantage point in the community.

Duties and responsibilities as follows:

Legal Duties:

- Duty of Care — Each board member has a legal responsibility to participate actively in making decisions on behalf of the organization and to exercise his or her best judgment while doing so.
- Duty of Loyalty — Each board member must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity. The organization's needs come first.
- Duty of Obedience — Board members bear the legal responsibility of ensuring that the organization complies with the applicable federal, state, and local laws and adheres to its mission.

Other Duties:

- Regularly attend board meetings and important related meetings.
 - Length of term: two years, which may be renewed up to a maximum of two consecutive terms, pending approval of the Recreation Advisory Board.
 - If a Board Member misses more than three consecutive meetings without notice within a year, they may be removed from the board.
 - Inform the Director beforehand if unable to attend a meeting or event.
 - The Board of Directors meets at 5pm on the second Tuesday of each month at the Kirby Cultural Arts Complex. Meetings typically last one hour.
- Participate on a standing committee of the board, and serve on ad hoc committees as necessary.
 - Committees of the board meet an average of one time per quarter, pending their respective work agenda.
- Engage in respectful civil discourse, within and outside the organization.
- Volunteer for and be willing to accept assignments and complete them thoroughly and on time.

- Present new ideas to the board and be open to opportunities for the board to change and grow.
- Represent the PCAC, and interpret the PCAC's work and values to the community. Act as an ambassador in support of the PCAC's goals to attract new participants, volunteers, and donors.
- Maintain professionalism in discussing PCAC operations, programming, and future plans. This includes but is not limited to social media, meetings, and correspondence.
- Stay informed about what is going on in the PCAC, committee matters, prepare for meetings, and review and comment on minutes and reports.
- Financially support the PCAC in a manner commensurate with one's ability.
- Act in the best interest of the organization, and excuse myself from discussions and votes when I have a conflict of interest.

If I don't fulfill these commitments to the PCAC, I will expect the Board Chair to call me and discuss my responsibilities with me.

Signed, Member, Board of Directors _____ **Date** _____