

BLOOMINGTON ARTS COMMISSION

ROLES AND RESPONSIBILITIES

Delineation of roles and expectations for each available position.

CHAIR

LEAD

- Monthly BAC meetings
 - Facilitate based on the agenda
 - Facilitate meaningful discussions
 - Facilitate any necessary votes taking place
- Provide official comments and consultation for Commission as required
- Provide leadership to the Commission
 - Provide vision for the Commission's priorities and goals over the course of each calendar year, commissioner terms, and the term of key documents such as the Strategic Plan and Public Art Master.
 - Finalize decisions or find an appropriate temporary solution when consensus isn't clear and obvious
 - Initiate needed discussions or actions
 - Keep leadership stability in mind considering terms, life changes, and commission composition in anticipation of changes to come
 - Ensure smooth transition to incoming chair by providing essential knowledges, resources, and best practices

COORDINATE

- With City Staff on monthly meeting agenda
- With City Staff on upcoming needs that will require planning and/or scheduling

SUPPORT

- Sub-committee Chairs by
 - Attending their monthly meetings
 - Provide guidance, feedback, or support as needed and requested
- The Secretary in managing leadership turnover by
 - Meeting with interested commissioners
 - Guiding the public process
 - Coordinating a seamless transition
- Meet 1-on-1 with Commissioners to keep up engagement and morale
- The arts and culture of Bloomington by attending public events and functions

MANAGE

- Prepare and send monthly check-ins and reminders to the Commission
- The completion of the grants MOU documents by signing them in a timely manner as provided by City Staff

ENGAGE

- Reach out to the community in a as-needed basis (meetings, connections, interviews, etc)

MAINTAIN

- Clear and transparent communication between all commissioners and City Staff
- Tangible expectations for the BAC and the commissioners

VICE-CHAIR

LEAD

- Take on action items that fall in-between Commission and Sub-committees

SUPPORT

- Chair with executive decision making
- Chair with attending or leading meetings when Chair is unavailable
- Sub-committee Chairs on a as-needed basis

MANAGE

- Commission communications in coordination with Chair and City Staff
 - Not necessarily responsible for all work, just manages timelines and action items

ENGAGE

- Coordinate with Chair on sharing responsibilities related to attending meetings and public functions

SECRETARY

MAINTAIN

- Consistent note taking at monthly BAC meetings
- Appoint substitute note taker in case of absence
- Submitting minutes to Google Drive folder after meetings
- Ensure City Staff can distribute for commissioner review before the next meeting

MANAGE

- Attendance
 - Ensure quorum will be met a couple of days ahead of the monthly BAC meeting. If quorum is not met, reach out to commissioners to see if attendance changes can be made in order to host the meeting, and if not cancel the meeting. (*This item could move to the Vice Chair once the position is created*).
- Keep track of monthly attendance to make sure we are meeting City and BAC by-law requirements
- Track commissioner and leadership terms

ASSIST

- The BAC Chair and City Staff in coordinating term changes and commissioner replacements.
- The BAC Chair in onboarding new commissioners
- The BAC Chair in keeping the “Welcome Packet” document up to date

OVERSEE

- The BAC by-laws
 - Making sure they are being followed
 - Making recommendations on changes
 - Guiding and communicating any changes as guided by the City of Bloomington

PUBLIC ART CHAIR

LEAD

- Monthly committee meetings
 - Create and distribute meeting agenda
 - Take meeting notes (or clearly delegate to another commissioner)
 - Circulate notes to committee members

ASSIST

- City Staff and BAC Chair with any needed revisions to and messaging strategy for the Public Art Master Plan.
- City Staff in defining the BAC/committee’s role in individual Public Art projects.
- City Staff with the RFQ/RFP process of all PA projects
 - With the creation of RFQ/RFP for projects in which the PA committee will be involved
 - Selecting which commissioners and other community members join the review panel
 - Scheduling and communicating deadlines and meeting dates and times with everyone involved
 - Organizing and providing initial review of submissions, designing and maintaining scoring rubrics, identifying questions for artist interviews, and leading artist interviews and review meetings as needed
- Provide feedback on how criteria, site-specific history and context, audience, community engagement, budget, and logistics are addressed in the RFQ/RFP.

SUPPORT

- City Staff in the development of new PA related initiatives

COORDINATE

- PA committee representation at events related to PA projects, including groundbreakings, public information/feedback sessions, dedications, etc

- PA committee support to City Staff for planning, executing, or participating in these events depending on the BAC's role
- PA committee representation at meetings held by Common Council, other city commissions, other city depts and task forces that may include discussions or votes on PA projects, PA funding, and the 1% ordinance
- PA committee communication across various platforms—such as Instagram and WFHB—of important deadlines, community participation opportunities, projects, and events.

ENGAGE

- PA committee members on a regular basis to ensure wellbeing and participation

GRANTS CHAIR

LEAD

- Monthly committee meetings
 - Create and distribute meeting agenda
 - Take meeting notes (or clearly delegate to another commissioner)
 - Circulate notes to committee members

ASSIST

- City Staff in developing and managing the annual BAC grant cycle
 - Set annual calendar of grant cycles
 - Prepare grant descriptions and requirements
 - Recruit outside grant reviewers to assist in application evaluation
 - Compile completed application materials and assign reviewers to grants
 - Convene and lead grant review sessions and record recommendations of the reviewers
 - Determine granting recommendations to confer to City Staff
 - Collect grant reporting materials from grantees
- City Staff in collecting feedback on how to improve the grant process and the usefulness of the grant offerings

COORDINATE

- Grant committee member's presence at public grant workshops and individual advisory meetings with potential applicants
- Grant committee members outreach to the Bloomington community to publicize grants

ENGAGE

- Grants committee members on a regular basis to ensure wellbeing and participation
- Community members in Bloomington and the wider Indiana arts community as grants reviewers

COMMISSIONERS

ENGAGE

- By choosing to serve in one of the sub-committees (public art or grants)
- By participating in the sub-committee monthly meetings and the monthly BAC meetings
- By representing the city, the BAC and its mission, and advocating for the local arts community to the broader citizenry.
- By advocating for the needs and voices of the community, specifically underserved and underrepresented populations, to the BAC.
- By supporting local arts activity as a citizen participant.
- By bringing new voices and volunteers to the BAC as potential new commissioners, guest readers, or meeting attendees (as members of the public)
- By keeping up to date with Commission documents and providing feedback

SUPPORT

- Sub-committee Chair in completing the actions and duties of each project by signing up for certain tasks
- The Chair by communicating clearly on occasional time limitations or challenges outside of the BAC that might affect participation

VOCALIZE

- Thoughts, opinions, ideas, suggestions, etc during meetings, emails exchanges, and one-on-one meetings
- If there is clear interest in assuming a leadership position in the future coordinate with the current position-holder to work more closely with them to learn more about what the role entails for 3 months or longer

CITY LIAISON(S)

Delineation of roles and expectations as related to the BAC.

ASSISTANT DIRECTOR FOR THE ARTS

LEAD

- Act as Liaison between Commission, Office of the Mayor, and City Council

MANAGE

- Yearly grant cycle
 - Establish cycles and yearly schedule with Grants Chair
 - Each grant cycle including, but not limited to, review panel recruitment, advertising and dissemination, communicate awards and feedback, and grant payments
- Oversee public, public/private, and 1% for the Arts projects with support from Public Arts subcommittee Chair

COMMUNICATE

- With support of Commission, advertise local arts events, grant and public art commission opportunities, and work being done by grantees
- With support of Commission, plan and execute events around public art work, including installations, murals, and neighborhood festivals
- Keep Commission apprised of fund availability and movement

SPECIAL PROJECTS MANAGER

LEAD

- Act as liaison between local artist community and BAC
- Assist Assistant Director for the Arts in BAC-related initiatives

MANAGE

- Oversee implementation of new City-based organizational practices and software to streamline recurring activities including grant cycles and communications data
- Assist in organization of annual large-scale events including neighborhood festival and BAC annual celebration

COMMUNICATE

- Create connections and stronger sense of community through public engagement events including quarterly artists parties
- Represent BAC at local arts events including IU Arts and Humanities First Thursdays
- Connect local artists with local grant, commission and other opportunities through various means including the dispatch of biweekly newsletter

LEADERSHIP TERMS AND PROCESSES

Guidance on term length and process.

GENERAL PROCESS

- Vacancies are announced at the monthly BAC meeting, providing 1mo notice prior to a vote.
- Interested candidates submit their name to the BAC Chair.
- At the midpoint between BAC meetings (2 weeks ahead of the meeting where voting will happen), candidates are shared with full BAC and added to the agenda for the next meeting.
- Candidates present a brief statement at the BAC meeting, then vote is held.
- After a new candidate is selected they meet with the outgoing officer to discuss resources, transfer of documents, and a transition plan.

CHAIR

TERM LIMITS

- Minimum of 1 year
- Maximum of 3 years
- *Suggested 2 years*

TERM REQUIREMENTS

- BAC commissioner for at least 3 months (with full attendance)
- Anticipated full commitment of at least a year
 - With the understanding that life changes might alter the intention

PROCESS

- Elected by general vote at a monthly BAC meeting
- Annual review
 - At the 9 month mark of each leadership year, meet with City Staff and the Vice-Chair to review staying on or stepping down from the role
 - Share the intention with the full commission at the next meeting and collectively decide on next steps
 - Continue without change until the next annual review
 - Nominate one or more Commissioners for the role and prepare and schedule a vote for an upcoming meeting
 - Challenge the current Chair by self-nominating an alternative
- If the Chair serves the maximum 3-year term, the process to identify the incoming chair should be started no less than 6 months from their departure
- Special consideration should be given to a Vice-Chair (current or past) if seeking the Chair role

VICE-CHAIR

TERM LIMITS

- Minimum of 1 year
- Maximum of 3 years
- *Suggested 2 years*

TERM REQUIREMENTS

- BAC commissioner for at least 3 months (with full attendance)

PROCESS

- Elected by general vote at a monthly BAC meeting

SECRETARY

TERM LIMITS

- Minimum of 1 year

- Maximum of 3 years
- *Suggested 2 years*

TERM REQUIREMENTS

- BAC commissioner for at least 3 months (with full attendance)

PROCESS

- Elected by general vote at a monthly BAC meeting

PUBLIC ART SUB-COMMITTEE CHAIR

TERM LIMITS

- Minimum of 1 year
- Maximum of 3 years
- *Suggested 2 years*

TERM REQUIREMENTS

- BAC commissioner for at least 3 months (with full attendance)
- Sub-Committee member for at least 3 months (with full attendance)

PROCESS

- Elected by general vote at a monthly BAC meeting

GRANTS SUB-COMMITTEE CHAIR

TERM LIMITS

- Minimum of 1 years
- Maximum of 3 years
- *Suggested 2 years*

TERM REQUIREMENTS

- BAC commissioner for at least 3 months (with full attendance)
- Sub-Committee member for at least 3 months (with full attendance)

PROCESS

- Elected by general vote at a monthly BAC meeting

COMMISSIONERS

TERM LIMITS

- Minimum of 3 years
- Maximum of 6 years
- Note that if a Commissioner leaves the Commission before the end of their term, the term of the new Commissioner filling the vacancy will only run through the end of the

vacating Commissioner's term. New Commissioner will have the opportunity to reapply for one subsequent terms.

TERM REQUIREMENTS

- None

PROCESS

- Communicate with the Secretary 6 months before term ends on intention to re-apply or depart the BAC

OFFICIAL MEETING PROCESSES AND PROCEDURES

Guidance on meeting terms, procedures, and processes.

GENERAL MEETINGS

- Current Schedule
 - Day: Second Wednesday of the month
 - Time: 5:00PM - 6:30PM
 - Location: Hybrid- City Hall McCloskey Conference Room or via Zoom
- Meetings will take place in hybrid format. Boards and Commissions choosing to conduct a hybrid meeting, must comply with the following meeting rules:
 - At least half of the board's members must be present **in person** for each meeting. Commissioners should note their attendance on the attendance document, which will be used to track quorum.
 - If a Commissioner is participating remotely, all votes must be taken by roll call.
 - A Commissioner may only attend two consecutive meetings remotely.
 - Commissioners attending meetings virtually must be visible and have access to audio.
 - During the course of a year, a member may only attend half of all of the board's meetings remotely.
 - Any Commissioner who wants to participate remotely should notify BAC City Staff Liaison by 12pm of the first Friday of the month.
 - Members of the public must be permitted to attend the meeting in person.
- Day and time established by consensus of the Commission and subject to change by a simple majority vote
- Meeting agendas should be sent to the Commission by City Liaison at least 48 hours in advance

PUBLIC ART SUB-COMMITTEE MEETINGS

- Current Schedule
 - Day: Second Tuesday of the month

- Time: 5:30PM - 6:30PM
 - Location: Google Meets or Hooker Meeting Room
- Day and time established by consensus of the Sub-Committee and subject to change by a simple majority vote
- Meeting agendas should be sent by Sub-Committee Chair at least 24 hours in advance

GRANT SUB-COMMITTEE MEETINGS

- Current Schedule
 - Day: Third Friday of the month
 - Time: 12:00PM - 1:00PM
 - Location: Google Meets
- Day and time established by consensus of the Sub-Committee and subject to change by a simple majority vote
- Meeting agendas should be sent by Sub-Committee Chair at least 24 hours in advance

BLOOMINGTON ARTS COMMISSION

CORE OBJECTIVES

As noted in our Strategic Plan and included in this document for reference.

OUR CORE OBJECTIVES: CONNECT. GUIDE. ENABLE.

In its most fundamental form the BAC seeks to connect, guide, and enable the arts whilst working with the City of Bloomington, IN, artists, arts organizations, and citizens at large.

CORE OBJECTIVES BY ACTIVITY

PUBLIC ART

- Oversee the 1% for the Arts Program
- Grow, maintain, and diversify the public art collection of the city
- Guide and oversee the Public Art Masterplan
- Foster local and emerging artists
- Introduce national and international artists to the Bloomington community through collaborative projects with local artists and fabricators

GRANTS

- Manage the Grants for the Arts Program
- Provide Operational Support to Arts Organizations
- Provide Project Support to Arts Organizations and artists
- Advocate for increased funding

- Support the Bloomington Urban Enterprise Association with the Art Project Grants
- Provide resources on best practices for grant writers
- Connect local artists and arts organizations with other grant opportunities on a local and State level

SUPPORT

- Advise the city on possibilities for supporting and expanding programs, policies, and events for the arts
- Work with other commissions in the city for the greater good of arts, culture, sustainability, transportation, and overall quality of life for the citizens we serve
- Encourage collaboration and support among local arts organizations
- Provide recognition for a job well done (high quality, community engagement, IDEA, board of directors' awareness, etc.)
- Maintain an index of individual artists and local fabricators that can collaborate with one another on various projects and proposals
- Maintain partnerships with CDFI Friendly Bloomington and connect/support artists with the organization when needed

OUTREACH

- Guide and oversee cultural efforts for the good of the city, as undertaken by other groups [Arts Forward Bloomington, Arts Alliance of Greater Bloomington, etc.]
- Engage and collaborate with local arts institutions