

LOCAL CULTURAL COUNCIL

Amended 1/25/93

(The Concord Arts Council is established on a permanent basis in accordance with Chapter 790 of the Acts of 1979).

1. **Membership and Officers**

The Local Cultural Council shall consist of at least five and not more than twenty-two members to be appointed by the Board of Selectmen to staggered terms of three years; no member shall be appointed to more than two consecutive terms .

The Council shall select a Chairperson and a Clerk.

The membership of the Council shall consist of individuals who have demonstrated scholarship or creativity in, or distinguished service to, the arts, humanities, or interpretive sciences.

2. **Vacancies**

Upon a vacancy, for any reason, the member's successor, if any, shall be appointed for a term of three years, and shall serve until the qualification of such member's successor.

3. **Powers and Duties**

- a. The primary role of the Council is to review requests for allocation of funds from the Town's share of the Arts Lottery Funds.
- b. The Council shall cooperate with the Commonwealth and respond to all requests for information or reports, shall be the Town's local liaison responsible for the Town's compliance with all procedural requirements.
- c. The Council shall establish procedural requirements for the submission of applications for grants; shall actively encourage and assist all interested groups and individuals in applying for the funds; and shall hold a public hearing prior to acting on any applications.
- d. The Council shall act as liaison to the Town and disseminate information on the Arts Lottery, arts activities and opportunities in the Town.

- e. The Council shall prepare a summary of all arts and resources in the community, and shall update it periodically.
- f. The Council shall act to support and nurture arts activities in the community with private or other public funds and initiatives.
- g. The Council shall submit a report for the Annual Town Report.
- h. The Council shall perform such special assignments of a related related to the Arts as the Selectmen may from time to time request.

4. **Guidelines**

Certain requirements are required to guide the Council in the exercise of its responsibilities. The following, while not all inclusive, are essential:

- a. The Council is expected to represent a Townwide view and to be impartial in its recommendations, taking into account the needs of all segments of the community.
- b. The Council shall conduct its meetings in accordance with the requirements of the Open Meeting Law, and shall keep minutes thereof which shall be transmitted promptly to the Board of Selectmen.
- c. When assistance of Town employees is required, the assistance shall be requested through the Town Manager.
- d. Any funds received shall be deposited with the Town Treasurer and shall only be expended in accordance with standard Town accounting procedures. Any administrative funds shall be expended in the same manner, and only after approval of a budget by the Town Manager and Selectmen.
- e. Any request for Town funds shall be submitted in accordance with the Town's standard budget procedures.

Approved by the Board of Selectmen
1/25/93

William H. Flinn

[Signature]

Richard B. Wagner

Richard H. Wood

[Signature]

Board of Selectmen