

Membership/Facilities Committee Guidelines

Membership/Facilities Committee (MFC) Mandate: The role of the MFC is to develop, plan, promote and implement new and ongoing facilities and member-based events and initiatives, according to Gallery 44's mandate:

Gallery 44 Centre for Contemporary Photography is a non-profit artist-run centre committed to photography as a multi-faceted and ever-changing art form. Founded in 1979 to establish a supportive environment for the development of photography, Gallery 44's mandate is to provide a context for reflection and dialogue on contemporary photography and its related practices. Gallery 44 offers exhibition and publication opportunities to national and international artists, award-winning education programs, and affordable production facilities for artists. Through its programs, Gallery 44 is engaged in changing conceptions of the photographic image and its modes of production.

MFC Structure

The MFC is composed of 7 members, each with full voting privileges. These members include, the Head of Membership and Facilities, a Board representative, and 5 other Gallery 44 members (one of which acts as the Secretary).

Responsibilities of the Chair

The Head of Membership and Facilities holds the responsibilities of the Chair by creating meeting agendas, ensuring all committee members have an equal voice, and that committee decisions are followed up on.

Responsibilities of the Board Representative

The Board Rep's role is to facilitate communication between the committee and the Board of Directors. The Board Rep also supports the work of the Head of the Membership and Facilities by being available for consultation. The Board Rep is also responsible for reporting any issues related to Membership or Facilities programming to the Board and/or the Director. The Board Rep is

expected to attend all committee meetings.

Responsibilities of the Secretary

The secretary assists the Head of Membership and Facilities by keeping minutes during meetings and preparing meeting notes and materials for circulation to the rest of the committee. The Secretary is responsible for emailing the minutes of each meeting to the committee after the approval of the Head of Membership and Facilities.

MFC Tasks and Responsibilities

- The MFC is responsible for the planning and implementation of events and activities programmed by the committee. These events and activities include (but are not limited to) Printing Party Revival, Folio Forum, Gallery 44 Field Trips, Orientations, PhotoFile and other special Events (such as Nuit Blanche).
- The MFC assists in facilitating an atmosphere of community within the Gallery 44 membership.
- The MFC seeks out new membership benefits and opportunities throughout the community - including discounts at photo-related outlets and cultural events.

MFC Member Selection & Requirements

Terms: Gallery 44 members (who have been a member for at least a year are eligible) are invited to make an application to sit on the MFC. Each member of the MFC serves a term of two years and has the option of serving two terms.

Applications: Members wishing to join the MFC must submit a letter of intent outlining their reasons for wanting to join the committee, their related experience and expertise. A call for new MFC members will be posted in the Weekly Bulk Email. Committee members will be selected by the existing committee on the basis of their ability to support the mandate of the MFC.

Proactively Programming: Committee members are encouraged to propose new programming and benefits to improve the membership experience as well as

help improve existing programming.

Policy Regarding Missed Meetings: Committee meetings are mandatory unless there is an emergency or prior notification during planning of committee meetings. The MFC will have approximately 6 meetings per year.