



Atlanta Coalition of Performing Arts

Member Services Council

Amended May 12, 2008

Purpose

The Member Services Council of the Atlanta Coalition of Performing Arts has been established on (insert date) as a permanent committee of the Board of Directors whose purpose is to ensure the service organization's programs and services continue to meet current, and address future needs and desires of the membership. The Council shall align its work with the organization's mission, vision, and strategic plan goals.

The Member Services Council shall be directly responsible for:

- oversight, policies and the strategic directions of current programs and services.
- formulation of new programs, services and special initiatives, and the subsequent recommendation of these to the Board of Directors
- advancement of communications and collaborations between the organization and the membership
- advancement of the membership's role as advocates for the organization and the field it serves

Structure

The Member Services Council (MSC) shall be made up of a Chair, Vice-Chair, Secretary and twelve (12) additional representatives. Representation on the Council is further defined as requiring a majority of representatives be from Partner organizations, with additional representatives from Associate organizations and the Individual Membership. Representatives shall serve a one (1) year term and are eligible for subsequent terms without limitation. All MSC representatives must be members in good standing with the Atlanta Coalition of Performing Arts.

The Board of Directors empowers the Membership to elect representatives to the Council each year at the organization's annual meeting. Officers of the Council shall be elected by the Council Members at the first convening of the Council following the annual election. The Council Officers and one (1) additional Council Member appointed by the Chair will serve as the Council's representatives on the Board of Directors.

In the event that a Council position is vacated before the term of service is completed, the Chair may, but is not required to, appoint a successor to complete the partial term. Early termination of service by a Council member may occur in accordance with policies established by the Council and/or policies set forth in the bylaws of the organization.

Activity

The Member Services Council shall meet a minimum of three (3) times during the organization's fiscal year. The first of those meetings shall be called by the President of the Board of Directors, and take place within sixty (60) days of the annual election of Council representatives. Sub-Councils by discipline, project or any other designation may be established by the Council as needed or desired.

The organization's Executive Director and key management staff shall attend all regular meetings of the Council to report on the status of, and challenges impacting their service delivery area. In the event any given staff member is unable to attend the Council meeting, a written report shall be provided to the Officers of the Council and the Executive Director prior to the meeting.

Following approval by the Chair and Vice Chair, and no later than 21 days following a Council meeting, the Council Secretary shall provide a copy of the meeting minutes to the Secretary of the Board of Directors for inclusion in the official records of the organization, and to the Executive Director. The Executive Director shall post the Council meeting minutes online and notify the Board of Directors and Membership that said minutes are available for review.

Changes To This Document

This document of Purpose, Structure and Activity of the Member Services Council may be revised by the Council from time to time however, said revised document must be submitted to the Board of Directors for review and approval.