

## **PAC Membership and Officers**

All appointed members of the Pocatello Arts Council function as fully participating and voting members. Three individuals serve as officers: Chair, Vice Chair/Treasurer, and Secretary.

- The PAC Chair is the principle responsible party for offering guidance, direction, and coordination to the PAC. The Chair plans and facilitates regular meetings and is expected to create an agenda and disseminate it to all members prior to each meeting. This individual is listed as a cosignatory for the local PAC checking account and serves as primary contact person to the Mayor, City Council, and community.
- The PAC Vice Chair/Treasurer offers board leadership support, takes on substitute duties in the Chair's absence, and collects and distributes board mail. This individual maintains communication with the city financial officer to oversee available funding, keeps record of all PAC financial activity, produces a monthly financial report for PAC review, and is listed as cosignatory for the local PAC checking account.
- The PAC Secretary takes notes at all regular meetings. Within one week following each meeting, the Secretary produces clear and accurate minutes and disseminates these to all PAC members. Once minutes have been reviewed/amended and approved at a PAC meeting, the Secretary forwards approved minutes to the Mayor's office. If absent for a meeting, the PAC Secretary is expected to find a replacement to take notes and disseminate minutes.

## **Selection of PAC Officers**

Each even numbered year, during the September meeting, Chair elections should be held. Prior to or at the beginning of this meeting, all interested and eligible candidates will be identified. This may include the current Chair as Chair terms are repeatable. Then, all PAC members, including candidates, will privately list the names of all candidates and rank them in order of preference. Ballots will be collected and tallied by the current Chair and Secretary. If either of these officers is in the running for the Chair position, the Vice Chair/Treasurer or another PAC member not in the running will volunteer to assist in ballot collection and tally. The candidate with the most favorable total ranking will serve as Chair until the next election.

There are no set terms for service as PAC Secretary or Vice Chair/Treasurer. Individuals in these positions serving faithfully and ably may continue indefinitely. When a current Secretary or Vice Chair/Treasurer decides to step out of the position or when that individual's PAC membership expires, the position should be filled as needed by a willing and able volunteer. If more than one individual expresses interest in serving, selection will take place using the same procedure as that outlined above for Chair selection.