

## Middlesex County Arts & History Committee Overview

Thank you for your interest in becoming a member of the Middlesex County Arts & History Committee. Selections/appointments will be made by the Middlesex County Board of Chosen Freeholders.

The Middlesex County Board of Chosen Freeholders approved a Regional Cultural Plan for Middlesex County, in June 2017, to guide the investment of significant resources of the County's arts, culture and history assets for the benefit of all residents of Middlesex County. Guided by this Plan, the Middlesex County Office of Arts & History develops and funds programs throughout the County that promote public interest in local and County history, in the arts and in the cultural values, goals and traditions of the community, the State and the nation.

In support of the Plan and the work of the Office of Arts & History, the Board of Chosen Freeholders appoints the **Middlesex County Arts & History Committee**. This is an advisory and volunteer body. The members are solicited through an online application process that seeks to attract an applicant pool with expertise in arts, history, arts education, grant making, community/economic development, and non-profit management, that also represents the diversity of Middlesex County municipalities. Ex Officio members from the Department of Business Development & Education will be invited to sit on the Committee. The Committee is charged with ensuring that the Vision, Mission, Values and Beliefs and Goals of the Middlesex County Arts & History Regional Cultural Plan are upheld and advanced through County programming and effective grant-making for the following grant programs:

- Program Support Grants
- Innovation and Exploration Grants
- Neighborhood Grants
- Operating Support Grants
- Capital and Historic Preservation Grants

### Responsibilities and Expectations of Committee Members

The Arts & History Committee has the following specific responsibilities and expectations:

#### General

- Serve as community advocates for the Board of Chosen Freeholders in the areas of arts and history and support the activities of the Office of Arts & History.
- Understand and uphold the Vision, Mission, Values, Beliefs and Goals outlined in the Middlesex County Regional Cultural Plan, adopted in 2017, and all subsequent amendments.
- Embrace the findings from the supporting research and analysis.
- Represent the Freeholders in the community by attending a variety of arts and history offerings throughout the County.
- Attend one (1) orientation session (new members) conducted by the Office of Arts & History, and/or the Middlesex County Regional Training Institute.
- Attend three (3) Arts & History Committee Meetings annually.

- Attend special meetings, which will be scheduled as needed and announced 48 hours in advance. (Maximum three (3) annually).

### **Specific**

#### Regional Plan–Related

- Participate in an annual review of the Regional Cultural Plan to assess the progress against goals and recommend modifications.
- Assist In expanding collaborative relationships in the community that will allow the County to better meet the Plan’s goals.

#### Grant-Making–Related:

- Attend panel review sessions as an observer.
- Participate in panel review recommendations and contribute to the final Arts & History grants/funding award recommendations to the Board of Chosen Freeholders.
- Adjudicate grant seeker appeals.

### **Committee Size, Terms and Recruitment**

The Arts & History Committee is comprised of seven (7) members.

Applications and resumes are submitted online and vetted by the staff of the Office of Arts & History. Qualified candidate applications will be reviewed by the Board of Chosen Freeholders, who will make final appointments based upon the overarching criteria for members and of the Committee as a comprehensive body:

- Expertise in the following areas: arts, history, arts education, grant making, community/economic development, and/or non-profit management
- Represent the diversity of Middlesex County municipalities
- Ability to adhere to Conflict of Interest and Code of Ethics Policies (see Addendum)

Members serve three (3)-year terms. To maintain an even distribution of expiring positions, terms are staggered and expire on a rotating cycle. Committee members may serve no more than two (2) consecutive terms at the discretion of the Board of Chosen Freeholders. (Reappointment may be considered after a one-year period.)

## **ADDENDUM A: CONFLICT OF INTEREST STATEMENT AND ETHICS POLICIES**

### **CONFLICT OF INTEREST POLICY**

Funding decisions can impact positively and negatively upon: the stability of a grantee; availability of history; the public's access to history, quality, innovation and creativity. It is assumed that Committee Members are active members of the art and/or history community and have in-depth knowledge of the cultural climate in Middlesex County and central New Jersey.

However, it is in the best interest of the people of Middlesex County and those groups making applications to the Office of Arts & History, that Committee Members take all steps necessary to avoid a conflict of interest or the perception thereof.

To this end, Committee Members are required to:

1. Disclose any relationship whether paid or volunteer with any of the applicant organizations, if that relationship is current or within the preceding three (3) year period.
2. Disclose any relationship whether paid, volunteer or by virtue of social context with any member of the board, staff or contractors of any applicant organization.
3. Fairly and without bias evaluate each panel recommendations, maintaining the highest standards of professionalism and ethical conduct.

In the event of a disclosure or circumstance that may impede fair and unbiased discussion or recommendation, the Committee Member will remove himself/herself from the discussions and recommendations.

In addition, Committee Members will recuse themselves from any discussion or recommendation upon a potential grantee if that application is from a group functioning within the community in which they reside or represent.

At no time will a Committee Member utilize knowledge, data, or other information gained during the grant evaluation or recommendation process for their own personal gain or to the benefit of groups and organizations with which they work or volunteer.

### **CODE OF ETHICS**

In the performance of my duties as a Middlesex County Arts & History Committee Member, in relation to applications for any of the grant programs administered by the Middlesex Office of Arts & History, I will:

- Exercise objective and independent judgment in the evaluation of the panel's recommendations.
- Advise the Division Head for Arts & History Programs, in advance, of any potential conflicts of interest.

- Refrain from engaging in the discussion or recommendation on an application in which there is a conflict or potential conflict of interest, or for which I have a direct personal affiliation or financial interest.
- Perform my duties with the utmost integrity and confidentiality, refrain from discussing applicants or knowledge gained about a particular organization or individual, with colleagues, representatives from other groups, applicants or others.

*Any information submitted through this website may be subject to disclosure pursuant to an Open Public Records Act request.*

Signature

Name

Date



Last Name

First Name

City

State

Zip

Phone Number

Email Address

Employer

I reside in Middlesex County      Yes                  No

I work in Middlesex County      Yes                  No

I have worked or volunteered in the following sectors (check all that apply):

Nonprofit

Public

Private/Industry

I have experience in the following areas (check all that apply):

Arts

Cultural

History

Historic Preservation

Nonprofit Management

Community Development

Economic Development

Planning

Arts Education

Grantmaking/Philanthropy

Why are you interested in serving on the Middlesex County Arts & History Committee?

What qualities or experiences would you bring to the role?

Are there any relationships, including but not limited to business or family relationships, that may be perceived as a conflict of interest for your service on the Committee? What are they?

I have read the [Overview](#) and I am able to comply with the meeting attendance requirements.

Yes                      No

**Please save your completed application on your computer. Use [artsandhistory@co.middlesex.nj.us](mailto:artsandhistory@co.middlesex.nj.us) email address to attach your completed application and your current resume to submit your application.**

Thank you for your interest in serving Middlesex County.