

TOWN OF CONCORD
Concord Cultural Council (CCC)
Committee Charge

BACKGROUND

In December 2023, the Select Board established the Concord Center Cultural District Task Force to make recommendations regarding the future of the existing Concord Center Cultural District (CCCD). In August 2024, this task force recommended the assignment of management of the CCCD to the town's existing Local Cultural Council and the creation of a new entity titled **Concord Cultural Council (CCC)**.

The Massachusetts Cultural Council (MCC) began designating areas across the state as Cultural Districts in 2011 under Massachusetts General Law Chapter 10, Section 58A. The mission of Cultural Districts is to attract artists and cultural enterprises, stimulate economic development, establish tourist destinations, preserve historic buildings, and support local cultural growth. In 2012, Concord Center became one of the first ten communities in Massachusetts to be designated a Cultural District by the MCC. The Town and Concord Chamber of Commerce collaborated to secure this recognition, which highlights a specific, walkable area rich in cultural, artistic, and economic activities. The funds are restricted to Concord Center. In later years the MCC began providing funds to support cultural district initiatives.

The Local Cultural Council is tasked with dispersing funds for local creative projects derived from the town's share of the MCC's Local Cultural Council Program and serving as an impartial representative of the entire town's community's needs.

PURPOSE

The Concord Cultural Council (CCC)'s purpose is to provide a forum for the town's cultural sector to enhance strategic leadership and encourage collaboration within Concord's arts and culture community.

The CCC's primary role is to fulfill the responsibilities set by state law and administer associated funding provided to the town through each of Massachusetts Cultural Council's Local Cultural Council and Cultural District programs and its mission to "advance the Commonwealth's creative and cultural sector to foster a rich cultural life in communities across the Commonwealth."

It is critical that MCC funds and any other revenue allocated to the individual programs of the Concord Center Cultural District with its neighborhood focus and the Local Cultural Council with its town-wide view be administered according to their designated purposes. These two MCC grant sources and their associated purposes will remain distinct.

MEMBERSHIP

The members of the CCC shall be appointed by the Select Board.

The term of office shall be three years with staggered terms among the members. No member shall be appointed to more than two consecutive terms.

The Council shall select a Chairperson, Clerk and Treasurer.

The committee shall be comprised of not less than five and not more than twelve members. All seated members will be voting members. The members shall consist of individuals who have demonstrated scholarship or creativity in, or distinguished service to, the arts, humanities, or interpretive sciences. The membership shall be as follows:

- Members who are artists active in any discipline;
- Members who are business representatives;
- Members at-large with diverse backgrounds interested in promoting culture in the general Concord community;
- Members who represent cultural and/or arts entities in the Concord Center District;
- Members who represent cultural and/or arts entities serving the greater Concord community.

Additionally, there will be one representative of town staff to serve as a non-voting member.

Whenever possible, the members who represent Concord Center District will be equal in number to those who represent the greater Concord community.

DUTIES AND RESPONSIBILITIES

- Solicit Community Input to Assess Cultural Needs: CCC is responsible for ensuring that its grants and programs benefit the community to the greatest extent possible. To this end, the CCC shall conduct yearly assessments of cultural needs of Concord overall and needs of the Concord Center Cultural District.
- Grant-making Planning: Establish priorities for the review of grant applications and programs. Based on its community input process, the CCC will develop written priorities each year.
- Review and Recommend Action on Grant Applications: Within all local and state guidelines including Open Meeting and Conflict of Interest Laws, as well as program eligibility and criteria, the CCC shall review and make recommendations on program funding applications.
- Cultural District Management: Develop and implement an annual plan for the Concord Center Cultural District. The plan, in compliance with Massachusetts Cultural Council guidelines, will include objectives, roles, responsibilities, resources, sustainability plans, and ways to measure success and collect useful data.
- Liaison to the Massachusetts Cultural Council: The council shall comply with MCC guidelines, rules and rulings and is responsible for the Town's compliance with all procedural requirements associated with the Concord Cultural Council programs. The council shall cooperate with the Commonwealth and respond to all requests for information and reports.
- Communicate with the Public: the CCC is responsible for promoting awareness of their programs; informing the public of the availability of funds; publicizing means to contact the CCC; and communicating with grant applicants and recipients.

- Town Reports: Submit a report for inclusion in the “Annual Town Report” each year, providing a discussion of the Committee’s work during the prior year.
- Meetings: Meet regularly and annually elect a chair, clerk and treasurer. The CCC shall hold a public hearing or forum at least once per year to solicit input from the community and share information regarding its purpose and goals.

GUIDELINES

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

- 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.
- The Concord Cultural Council is responsible for conducting its activities in compliance with all relevant State and local laws and regulations, including but not limited to, the Open Meeting Law, Public Records Law and Conflict of Interest Law. The Committee shall consult with the Town Manager concerning the allocation of town staff or financial resources toward this effort.
- 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 Select Board.
- Any request for Town funds shall be submitted in accordance with the Town's standard budget procedures.