

TOWN OF CONCORD
West Concord Cultural District Committee
Committee Charge

A. Background

The West Concord Junction Cultural District was created by the Massachusetts Cultural Council in January of 2016. A cultural district is intended to heighten public awareness of the unique cultural features and resources of the district. West Concord Village is home of many artists, artisans, performance venues, historical points of interest and other cultural resources. One goal of creating the district is to boost visitation to the district and to thereby support local artists and cultural sites. The intent of forming the West Concord Junction Cultural District is to encourage the development of new resources and to sustain existing culture assets within the district through mutual support and collaboration. In 2025, the Massachusetts Cultural Council and Concord Select Board approved renaming to the West Concord Cultural District.

B. Purpose

The purpose of supporting the artists, cultural centers and businesses within the cultural district to promote the arts and to further the viability of these small businesses and independent entrepreneurs. The district is intended to leverage the unique talents and attributes of all members of the district to generate more public awareness of the value of culture and the arts. Having a vibrant cultural community is a key component to sustaining West Concord as an exciting and enjoyable place to live, work and play.

C. Membership

The members of the West Concord Cultural District Committee shall be appointed by the Select Board. The term of office shall be three years, and the initial appointments shall be of one, two and three years so that terms of members shall be staggered. The committee shall be comprised of seven members representing a diversity of interests and backgrounds including those involved with cultural activities. The membership shall be as follows:

- One member to represent of the visual arts entities in the district
- One member to represent of the performing arts in the district
- Five citizens at-large with diverse backgrounds interested in promoting culture in West Concord

D. Duties and Responsibilities

1. To meet regularly to discuss ways in which the Cultural Committee can be supportive of cultural resources within the district, including listening to sponsors who wish to promote collaborative cultural events;
2. To conduct outreach to learn how the Cultural Committee might be supportive of the artists, businesses, and others working in the district;
3. To visit other cultural districts and become familiar with their practices to consider how the Cultural Committee could use proven successful techniques to support the West Concord Junction Cultural District;
4. To establish working relationships with State officials, local businesses and others who may assist the Cultural Committee in fostering the development of the Cultural District, including a Concord Center Cultural Committee should one be created in the future;
Approved: March 19, 2018
5. Support the Chamber of Commerce in its role as coordinator for the activities of the Cultural District;
6. To explore funding opportunities including state and federal grants, as well as private funding to support the district's activities;
7. To hold a public hearing or forum at least once per year to solicit input from the community concerning how the West Concord Junction Cultural District might function to better serve the town and advance the cause of cultural development;
8. To submit a report for inclusion in the "Annual Town Report" each year, providing a discussion of the Committee's work during the prior year as well as providing an assessment of the community's progress in supporting and enhancing the Cultural District;
9. To meet regularly and annually elect a chair and clerk.

E. Other Considerations

The West Concord Junction Cultural District Committee is responsible for conducting its activities in a manner which is 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.