



Community Investment Assessor Guidelines

Addendum to "Overview of Assessor Roles and Responsibilities"

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The information in this document is regarding the assessment process of Calgary Arts Development's Operating Grant Program. Information about Grant Guidelines and Assessment Criteria are available at CalgaryArtsDevelopment.com. This document should be read in sequence with the "Overview of Assessor Roles and Responsibilities".

Table of Contents

A. Purpose	1
B. Responsibilities	2
C. Appointment and Term	2
D. Time Commitment – <u>Revised</u>	2
E. Lines of Accountability / Communication	2
F. Conflict of Interest.....	3
G. Assessor Confidentiality.....	3
H. Assessor Honorariums	Error! Bookmark not defined.
H. Assessor Recruitment	3
I. Calgary Arts Development Staff (working in Community Investment).....	4

A. Purpose

Calgary Arts Development Assessors make recommendations to Calgary Arts Development staff for reason outlined in the *Assessor Terms of Reference* for the community investment program for which the assessor has been asked to participate. In turn, staff provides these recommendations to the Calgary Arts Development Board of Directors. In making recommendations, assessors follow an assessment process that considers established criteria for each program where an arms-length assessment is used.

B. Responsibilities

- Make recommendations to Calgary Arts Development Board for reasons specific to each community investment program
- Participate in the Calgary Arts Development Assessors Learning Program
- Attend arts events in Calgary
- Act as an advocate for supporting the arts in Calgary
- Encourage participation from their respective communities in Calgary's arts sector

C. Appointment and Term

Grant Assessors should have an exemplary track record of professional, business and/or community-minded ethics and a strong commitment to the continued growth and vitality of the arts in Calgary. Assessors will be appointed by staff based on a public nomination process with due regard for candidates qualifications in-line with qualifications outlines herein and potential conflict of interest. Terms a minimum of one to a maximum of three consecutive years.

D. Time Commitment

Assessors will meet for mutual learning sessions and assessment meetings as well as attend arts activities of the applicants they will be assessing. Time commitment for assessors is as follows (subject to change):

2012 Operating Grant Program

- *October 2011 – February 2012:* Two mutual learning sessions in preparation for 2012 granting process in addition to attending arts events 2-4 times per month.
- *March 2012 to April 2012:* review of operating grant applicant materials - up to 20 hours
Assessors will be expected to carefully read all the applications, noting their questions and comments, within their assigned area (approx. 10-40 applications within each area).
- *April 2012 – May 2012:* Assessment Meetings – approximately 15 hours over 2 days
Assessors will meet to discuss applications based on the criteria of the program and arrive at recommendations for investment.

Assessors will be asked to participate for a term no shorter than one year and no longer than three years.

E. Lines of Accountability / Communication

Assessors will report through Calgary Arts Development staff. All deliberations of Assessors, and all corporate records, material and information obtained by a member and not generally available to the public shall be considered confidential. Assessors shall maintain the confidentiality of their deliberations, adhering to Assessors Guidelines, and shall safeguard such records and information from improper access.

F. Conflict of Interest

Assessors will follow Calgary Arts Development's Policy on Conflict of Interest and Code of Conduct (excerpt from the Calgary Arts Development Governance Manual below) in the selection and appointment of assessors. All Assessors are required to sign a statement fully disclosing any actual or perceived conflict with any applicant to which they have been appointed as an assessor. Assessors with a perceived or real conflict with any applicant will be removed from the assessment process for said applicant.

Upon consideration of any proposed activity with the potential to benefit an organization or initiative with which the director or volunteer committee member shall participate in the decision making process where there is a potential or actual conflict of interest. The individual so affiliated shall leave the room during discussion and shall not vote or use personal influence in the decision-making process.

G. Assessor Confidentiality

Protecting the Anonymity of Assessors During the Granting Cycle

Calgary Arts Development requests that individuals engaged as assessors maintain their own anonymity and the anonymity of other assessors in order to prevent the possibility of assessors receiving pressure from grant applicants and the community that could affect assessments.

Disclosure of Assessor Names by Calgary Arts Development

Calgary Arts Development will release the names of assessors in any given year as part of the annual report for that year. In the case where assessors are engaged in streams that contain a verbal presentation from applicants, assessors will be introduced to the applicants at the time of the presentation, prior to the completion of the program cycle.

Protecting the Confidentiality of Applicants and Applicant Information

All deliberations of Assessor, all corporate records, and material submitted by applicants as part of their application that is not generally available to the public shall be considered confidential. All Assessors are required to safeguard such records and information from improper access and to sign and adhere to an agreement of confidentiality prior to accessing any confidential information.

H. Assessor Honorariums

Calgary Arts Development will be paying honorariums to assessors. This decision has been made to recognize the professionalism of the volunteers in dedicating their time and expertise to the investment process. The honourarium will be mailed to assessors after the assessment meetings. Honourariums are \$6.00 per application and \$75 per meeting. Food, parking and transit costs are also covered for assessment meetings. Transportation costs will be added to the honourarium provided assessors submit a copy of their receipts on or soon after the assessment meeting.

I. Assessor Recruitment

See "Overview of Assessor Roles and Responsibilities" for description of role, full list of required skills, and summary of the learning model designed to prepare assessors for the 2012

community investment programs. Calgary Arts Development will accept nominations of assessors year-round. Please see [CalgaryArtsDevelopment.com/Assessor Form](http://CalgaryArtsDevelopment.com/Assessor_Form) for on-line nomination form.

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