

APPLICATION FOR MEMBERSHIP

To be considered for membership in ACCA, an arts consultant must:

- be practising in Canada
- complete a Description of Consulting Practice (*"Appendix A"*)
- support the Objectives of ACCA (*"Appendix B"*)
- meet the Membership Criteria (*"Appendix C"*)
- comply with the ACCA Code of Professional Conduct (*"Appendix D"*)

Applicant Contact Information:

NAME: _____

TITLE: _____ YEAR CONSULTING PRACTICE ESTABLISHED: _____

COMPANY NAME: _____

STREET ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

BUSINESS PHONE: _____ EXT.: _____ FAX: _____

EMAIL: _____ WEBSITE: _____

ADDITIONAL NUMBERS (1-800, mobile): _____

The application must include the following:

- Completed and signed application for membership
- Resume of experience including a 250-word bio
- Completed Description of Consulting Practice (*Appendix A*)
- Three references, including one from a recent client

Applications should be submitted by e-mail to membership@artsconsultants.ca

Once accepted for ACCA membership, your first annual membership fee of \$100 is due and payable via PayPal.

Declaration:

I hereby affirm that I have read and understood the Guiding Principles and that, if selected for membership, I will abide by the ACCA Code of Professional Conduct, as appended:

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

Applications will be reviewed by the Membership Committee on a regular basis.

Any applicant approved by a majority of the Membership Committee will be recommended to the Board of Directors, which must approve the applicant by a majority vote in order for the applicant to be accepted for membership.

Membership is finalized when payment of the annual fee is received.

Appendix A, Description of Consulting Practice must be completed and returned with your membership application.

Appendices B, C and D are for informational purposes only and are not to be returned with your membership application.

Please refer to the ACCA Guiding Principles for complete information.

Appendix A: Description of Consulting Practice

Members are asked to describe the focus of their consulting practice using the following template of general categories. You are encouraged to identify both discipline and functional specialties.

ARTS DISCIPLINE	
Literary	
Book publishing	<input type="checkbox"/>
Magazine and periodical publishing	<input type="checkbox"/>
Internet publishing	<input type="checkbox"/>
Spoken word	<input type="checkbox"/>
Storytelling	<input type="checkbox"/>
Writing	<input type="checkbox"/>
Media	
Broadcasting	<input type="checkbox"/>
Film	<input type="checkbox"/>
New media	<input type="checkbox"/>
Production centres	<input type="checkbox"/>
Sound	<input type="checkbox"/>
Video	<input type="checkbox"/>
Museums and Galleries	
Artist-run spaces	<input type="checkbox"/>
Commercial galleries	<input type="checkbox"/>
Museums	<input type="checkbox"/>
Public art galleries	<input type="checkbox"/>
Performing	
Dance	<input type="checkbox"/>
Music	<input type="checkbox"/>
Opera/Spectacle	<input type="checkbox"/>
Revue/Variety	<input type="checkbox"/>
Theatre	<input type="checkbox"/>
Visual Arts and Crafts	
Craftspersons	<input type="checkbox"/>
Visual artists	<input type="checkbox"/>

CONSULTING SPECIALIZATION	
Arts Education	
Arts Education	<input type="checkbox"/>
Community-based Arts	
Community-based Arts	<input type="checkbox"/>
Creative Program Development	
Artist relations and contracts	<input type="checkbox"/>
Curating	<input type="checkbox"/>
Exhibition planning/development	<input type="checkbox"/>
Presenting	<input type="checkbox"/>
Producing	<input type="checkbox"/>
Publishing	<input type="checkbox"/>
Diversity	
Projects with Aboriginal organizations and individuals	<input type="checkbox"/>
Projects with culturally diverse communities	<input type="checkbox"/>
Facility Planning and Management	
Architectural studies	<input type="checkbox"/>
Building programs and design	<input type="checkbox"/>
Engineering studies	<input type="checkbox"/>
Feasibility studies	<input type="checkbox"/>
Other planning studies	<input type="checkbox"/>
Project management	<input type="checkbox"/>
Rehabilitation/preservation technology	<input type="checkbox"/>
Specialty equipment design	<input type="checkbox"/>
Venue management	<input type="checkbox"/>
Festivals & Events Management	
Conferences	<input type="checkbox"/>
Special Events	<input type="checkbox"/>
Festivals	<input type="checkbox"/>
Fundraising and Development	
Capital campaign management	<input type="checkbox"/>
Community relations/outreach	<input type="checkbox"/>
Feasibility studies	<input type="checkbox"/>
Grant and proposal writing	<input type="checkbox"/>
Operating campaigns	<input type="checkbox"/>
Planned giving	<input type="checkbox"/>
Sponsorship	<input type="checkbox"/>
Governance	
Board development	<input type="checkbox"/>
Governance policies	<input type="checkbox"/>
Visioning and strategic planning	<input type="checkbox"/>

CONSULTING SPECIALIZATION (continued)	
Marketing and Audience Development	
Advertising	<input type="checkbox"/>
Audience/market research	<input type="checkbox"/>
Marketing and promotion	<input type="checkbox"/>
Public relations	<input type="checkbox"/>
Planning, Management, and Professional Facilitation	
Financial and information management	<input type="checkbox"/>
Human resource management	<input type="checkbox"/>
Operational planning	<input type="checkbox"/>
Project management	<input type="checkbox"/>
Strategic planning	<input type="checkbox"/>
Leadership Training	<input type="checkbox"/>
Capacity building	<input type="checkbox"/>
Mediation/conflict resolution	<input type="checkbox"/>
Multi-stakeholder issues	<input type="checkbox"/>
Negotiation	<input type="checkbox"/>
Organizational change	<input type="checkbox"/>
Professional Services	
Accounting	<input type="checkbox"/>
Auditing	<input type="checkbox"/>
Legal	<input type="checkbox"/>
Medical	<input type="checkbox"/>
Real estate	<input type="checkbox"/>
Risk management	<input type="checkbox"/>
Public Policy	
Arts and cultural policy	<input type="checkbox"/>
Municipal cultural policy/planning	<input type="checkbox"/>
Policy research	<input type="checkbox"/>
Public consultation	<input type="checkbox"/>
Research	
Evaluation	<input type="checkbox"/>
Methodology design	<input type="checkbox"/>
Survey design	<input type="checkbox"/>
Technical support	<input type="checkbox"/>

Appendix B: Guiding Principles

ACCA OBJECTIVES

To advance professional arts consulting and, by extension, arts development in Canada by:

- Supporting networking and shared learning among consultants;
- Providing a forum for discussion and resolution of issues of shared concern;
- Recommending qualifications, ethics and practices for arts consultants;
- Representing and advocating for the profession; and
- Promoting the use of experienced and qualified professionals in the field;
- Demonstrating leadership within the field.

ACCA VALUES

ACCA members believe that the arts play a crucial role in the development of individuals and society.

Through our work, we strive to improve the health, effectiveness and sustainability of the arts in Canada.

We are committed to the following values:

- High professional standards;
- Accountability;
- Integrity; and,
- Respect.

As members, we agree to abide by the ACCA Code of Professional Conduct (*Appendix D*).

Appendix C: Membership

ACCA DEFINITION OF CONSULTANT

A consultant is an experienced individual who is trained to analyze, advise and/or facilitate in order to help clients make the best possible choices; a consultant provides counsel and assistance to a client on specific assignments.

Consultants who are members of ACCA are self-employed or employed as a member of a firm of consultants. They are:

- Independent in relationship to the client;
- Autonomous, bringing and applying expertise and judgement to the project or situation;
- Engaged on multiple projects – concurrently or consecutively; and
- Paid by the client for advice and work.

MEMBERSHIP CRITERIA

1. Specialization

Individuals must work in arts disciplines and/or consulting specialities as outlined in Appendix A.

2. Professional Status

For membership, individuals must:

- a. Derive their principal income from work as an arts consultant, or
- b. Demonstrate either
 - i. a significant and ongoing body of consulting work in the arts over a period of 5 or more years; or
 - ii. a significant and ongoing body of professional consulting work over a period of 2 years, plus 10 years of directly relevant arts experience prior to working as a consultant.

3. Individual Status

Membership is available to individuals only. Consultants who are part of consulting firms are invited to join as members, as are individuals engaged on a contractual basis as a consultant to an arts or related organization

4. Education

Individuals should have completed relevant post-secondary education or certification in an arts related discipline, or have significant practical experience in the arts field.

5. Commercial Affiliation

Individuals must not be owners, employees or commission agents of any firm that manufactures, sells or installs equipment or that acts as a contractor for the construction of galleries, museums, libraries, performance, assembly or studio facilities.

6. References

Individuals must provide the name and contact information for three references, including one from a recent client. One reference may be from an existing ACCA member.

Appendix D: Code of Professional Conduct

Preamble

This code ensures that members of ACCA uphold the highest possible standards of professional practice and integrity for themselves as independent arts consultants and for ACCA as their professional association. In so doing ACCA members will foster client confidence in engaging consultants and advance public confidence in arts and cultural organizations in Canada.

1. Professionalism

Members will maintain a fully professional approach consistent with the terms of this code in all dealings with clients, fellow members and the general public.

2. Confidentiality

Members will treat all client information that is not public knowledge as confidential and will not take advantage of proprietary or privileged information, either for use by themselves, their firm or another client, without the client's permission.

3. Conflict of Interest

Members will avoid acting for two or more clients in ways that could potentially pose, or appear to pose, a conflict of interest. A member shall disclose to a client any circumstances or interests that might influence their judgment and objectivity, securing the clients' agreement to an arrangement should that prove necessary.

4. Competence

Members will only accept assignments for which they possess the knowledge and skill to perform, and will only assign staff with the requisite expertise. Members will not provide an assurance to a client of a benefit from a consulting service that the member is not reasonably capable of achieving.

5. Diligence

Members shall act in the best interests of the client, providing professional services with integrity, objectivity and independence. A member shall not encourage unrealistic client expectations.

6. Contractual Agreements

A member will, before accepting an assignment, reach a mutual understanding with the client as to its objectives, scope, work schedule and fees.

7. Fees

Members will agree in advance with a client the basis for fees and expenses, and will charge fees and expenses that are reasonable, legitimate and commensurate with the services delivered, the skills and experience of the consultants, and the responsibility assumed in the contract.

8. Business Development

A member shall not adopt any method of obtaining business that detracts from the professional image of ACCA or its members.

9. Employment and Recruitment

Members will refrain from inviting an employee of an active or inactive client to consider alternative employment without prior discussion with the client.

10. Commissions

Members will neither accept commissions, remuneration or other benefits from a third party in connection with recommendations to a client without the client's knowledge and consent, nor fail to disclose any financial interest in goods or services which form part of such recommendations.