

Call for Board of Directors



BRINGING COMMUNITY TOGETHER THROUGH THE ARTS

Position Description:

The Arts Council Board operates as a governing body and has a responsibility to its members to ensure stewardship of the organization, to provide sound financial management, engage in robust fundraising activities and develop a visionary strategic plan.

In addition to this, each member of the Board is expected to chair or be a member on one of the Committees of the Board in order to carry out the work of the Board and our strategic plan. Placement on Board committees is based on Board member's interests, passions and skill set. The frequency Committees meet is dependant on the Committee, therefore time commitments beyond board meetings vary.

The Arts Council is committed to being responsive to the members and community we serve. Our recruitment process is being developed to ensure that a diversity of backgrounds and experiences are represented, including culture, ethnicity, gender, age, and area of expertise.

Board meetings take place on the 4th Tuesday of every month and are held at The Gallery At Queens Park, starting at 7:00 p.m.

Board members are expected to read all materials in advance and come prepared to contribute to the discussion. Once a year the Board meets for a half-day, on a weekend in the Spring, to review our Strategic Plan. From time to time there are other Arts Council and community events that Board members are expected to attend.

VISION

Ensuring the arts have a vibrant and beneficial presence in the city; being the catalyst that brings people together through the arts thereby enhancing the lives of its community members and the community we live and work in.

MISSION

To establish the Arts Council as a hub providing resources, networking and advocacy for the arts and artistic community in New Westminster.

Position

Member of the Board

Number of Board members needed:

Four

Position start date:

November 2018

Time Commitment:

Approximately 5 - 10 hours a month depending on committee work and attendance at events.

DUTIES AND RESPONSIBILITIES

Commit to the mission and vision of the Arts Council

Familiarize themselves with Arts Council's programs and initiatives

Contribute in the areas of board governance, strategic planning, finance and resource development (human and capital)

Prepare for and attend monthly board meetings and attend the yearly AGM in November

Chair a committee

Attend special events as required

Engage in ongoing fundraising activities

Act as an ambassador of the Arts Council to external stakeholders and community.

QUALIFICATIONS

We are currently seeking Board members that have a skill set connected to our Strategic Goals and Objectives and will which will also supplement the skill set already on the Board.

The ideal candidate will have previous Board or Committee experience and bring a sense of professionalism and expertise in one or more of the following areas:

Indigenous Perspectives

Grant Writing and Fund Development

Media and Marketing

Community Connections

HOW TO APPLY:

Please apply with a resume and cover letter outlining your skills and your interest in the arts and send to:

Leanne Ewen, President of the Arts Council lewen@acnw.ca

In your cover letter please also talk about a) what you hope to contribute as a member of the Arts Council Board and b) what you hope to gain from being on the Arts Council Board.

We appreciate your interest and will contact you to set up a time to meet.

ATTRIBUTES:

Attributes of Arts Council board members include:

- clear understanding or strong commitment to learn about non-profit governance
- ability to work on a team and communicate effectively
- a passion for the arts, enthusiasm for the work of the Arts Council
- a positive, friendly attitude
- able to commit enough time to complete the work of the Arts Council and Board responsibilities

The Arts Council is committed to providing all members of the Board with an appropriate orientation to the Arts Council and their role as Directors, to ensure all Board members are familiar with and equipped to effectively carry out their responsibilities.

BOARD MEMBERS WHO CONTRIBUTE THEIR TIME AND KNOWLEDGE BENEFIT FROM:

- an opportunity to contribute to the growth and success of the Arts Council and the arts in our community
- an opportunity to develop personal leadership through committees and projects of the Board
- improved strategic and visionary thinking skills
- building meaningful relationships with fellow board members, staff and community
- networking opportunities in the arts and non profit sectors
- an opportunity to use your creativity to contribute in an area of your passion