

Portage & District Arts Council
Board of Directors Job Description

Our Vision:

To be recognized as a leading arts organization essential to our community

Our Mission:

To provide opportunities for engagement in diverse arts experience and quality skill development.

Our Values:

*To provide a welcoming environment. To provide a supportive, safe, and respectful workplace.
To maintain standards of sound business practices.*

Position Title: Director

Term: 3 years, renewable.

Board Information:

- *Composition:* Seven to nine Directors who are or will become members in good standing. Of those directors, three will serve as Executive (President, Vice or Past President, Treasurer). Manager of Operations also attends all regular Board meetings.
- *Type:* Strategic. We govern by setting direction through the development of the Strategic Plan, delegating authority and monitoring progress. Our aim is to achieve balance between our mission and financial stability.
- *Decision Making:* All directors contribute to the discussion and arrive at consensus.

Key Responsibilities:

- Consistent attendance at regular Board meetings, events, workshops, Annual General Meeting.
- Preparation in advance of regular board meetings by reading, reviewing, commenting on submitted materials.
- Participation as an active member on at least one committee.
- Review and approval of Strategic Plan, business plan, budget, committee recommendations, policies.

Time Commitment:

- *Board meetings:* Approx. 1.5 to 2 hours in length. Once per month Sept. to Nov., Jan. to June. Weekdays after 5 pm.
- *Committee meetings:* Approx. 1 to 3 hours in length. Frequency varies per committee from once per month to once per year. Start time varies.
- *Board Workshops:* Approx. 3 - 8 hours in length. Once or twice per year, usually on a weekend.
- *Annual General Meeting:* Approx. 30 minutes to 1 hour in length. June.
- *Arts Centre Special Events:* Effort to attend events when possible as an ambassador of the Arts Centre or as a volunteer under the direction of staff. Commitment to bring opening remarks at 1 event per year.

Relevant Experience and Skills:

- Willingness to make decisions by consensus, using the Strategic Plan as a compass.
- Willingness and ability to review and edit policies or other governing documents.

Contact:

For more information or to express your interest, please contact:

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