

TOWNSHIP COMMUNITY ARTS COUNCIL

BOARD OF DIRECTORS

Board Position Descriptions

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Township Community Arts Council Board Members

Introduction and Typical Duties

The Township Community Arts Council (TCAC) was formed as a not for profit society in February of 2014. Information about our organization, including events and event calendar, may be found at www.townshiparts.org.

The TCAC Board of Directors is a working board comprised of nine (9) positions. Each director is responsible for a collection of activities to ensure the smooth and efficient running of our society. Although time commitments vary depending on the board position and the time of year, previous members report an average of 10 to 20 hours per month, with some months having very little demand. Board duties may be shared between members and it's anticipated that sub-committees and event teams will be organized to "make light work with many hands".

There are certain general duties and responsibilities that all board members should adhere to, no matter their particular position on the board.

- ❖ Understand and demonstrate a commitment to the organization's mission and programs
- ❖ Keep up to date with issues and trends that affect the organization
- ❖ Prepare for meetings by reading agendas, minutes, reports and other documentation required to actively participate in them
- ❖ Attend meetings regularly
- ❖ Contribute skills and knowledge by participating actively in meetings and committee work
- ❖ Make inquiries when clarification or more information is needed
- ❖ Understand and monitor the organization's financial affairs
- ❖ Avoid any potential conflicts of interest
- ❖ Understand and maintain confidentiality
- ❖ Ensure the organization is complying with all legal and regulatory requirements

President

General Responsibilities

The President is responsible for ensuring that the Board of Directors and its members: · are aware of and fulfill their governance responsibilities; comply with applicable laws and bylaws; · conduct board business effectively and efficiently; · are accountable for their performance.

In order to fulfill these responsibilities, and subject to the organization's bylaws, the President presides over meetings, proposes policies and practices, sits on various committees, monitors the performance of Directors and Officers, submits various reports to the board, to funders, and to other "stakeholders"; proposes the creation of committees; appoints members to various committees; and performs other duties as the need arises and/or as defined in the TCAC bylaws.

The president provides leadership to the Township Community Arts Council in many ways. This includes acting as chief volunteer by encouraging others to join our organization, attending various TCAC events and functions, and promoting the TCAC at the events and functions of other organizations. The president also identifies emerging issues within the organization and, in collaboration with the Board of Directors, takes action to address and resolve them.

Evaluation of annual performance is an important aspect of the President's responsibilities. Activities may include soliciting feedback from event leads regarding attendance levels at events, successes, areas for improvement and future plans. The President may also hold formal and informal discussions or conduct surveys with the Board, volunteers and members of the TCAC to assist in general reflection and future planning to encourage innovation and efficient, smooth and effective operation of our Arts Council.

Specific Areas of Responsibility and Duties

- ❖ Board Management
- ❖ Municipal Relations
- ❖ Community Partnership
- ❖ Strategic Planning
- ❖ Board Recruitment & Training

Accountability

The President is accountable to the Board of Directors or Members as specified in the bylaws. The President may delegate specific duties to Board members and/or committees as appropriate; however, the accountability for them remains with the President.

Meetings

The President ensures that an agenda is planned for board meetings. The President presides over meetings of the Board of Directors. In this capacity, the President:

- chairs meetings according to accepted rules of order for the purposes of
 - encouraging all members to participate in discussion;
 - arriving at decisions in an orderly, timely and democratic manner;
- votes as prescribed in the bylaws.

Community Relations

The President ensures that the organization maintains positive and productive relationships with media, funders, donors, and other organizations. The President serves as a primary spokesperson for the organization. Duties may include:

- representing the organization to the media;
- representing the organization on governmental or nongovernmental organizations and committees;
- timely and appropriate reporting of Board decisions and actions to members and/or funders and/or donors.

Signing Officer

The President is one of the signing officers for certain documents. In this capacity, the President is authorized to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of organization.

Board Development

The President ensures that structures and procedures are in place for effective recruitment, training, and evaluation of board members.

Delegation

The President may establish or propose the establishment of committees of the Board, and may assign tasks and delegate responsibilities to board committees and/or directors.

Vice President

General Responsibilities

The official role of the Vice President is to be available when the president is temporarily unable to fulfill his/her responsibilities or to be readily available as a permanent replacement should the president need to step down. The Vice President may work in partnership with the President in various leadership aspects such as program planning, evaluation and setting strategic direction for the TCAC.

The Vice President needs to be generally aware of everything that goes on in the organization, from knowing what the committees are working on to being familiar with the status of any programming.

Specific Areas of Responsibility and Duties

- ❖ Acting President, as required
- ❖ Fund Raising
- ❖ Sponsorships
- ❖ Private Sector Donations Sponsorship

Accountability

The Vice President is accountable to the Board of Directors or Members as specified in the bylaws. The Vice President may assume responsibility or chair on various committees on short notice.

The Vice President is responsible for co-ordinating activities related to fundraising. This includes producing an annual calendar for applying for grants at the municipal, provincial and federal levels. It also includes ongoing work with private sector businesses, other groups and individuals to raise funds for specific events, general operations and special activities. Working with the Treasurer and TCAC bookkeeper, the Vice President ensures that all financial reporting for fund raising, sponsorships and private sector donations are reported in a transparent manner. In partnership with the Treasurer and TCAC bookkeeper, the Vice President prepares all required grant reports within the timelines required by granting bodies.

Signing Officer

The Vice President will act as signing officer for certain documents including sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of organization.

Secretary

General Responsibilities

The Secretary is an essential support for the President and the TCAC Board. General duties include monitoring of the TCAC e-mail account, distribution of messages as required, accurately recording, distributing and filing minutes of meetings and other information. Orderly filing of information and documentation is a primary responsibility of this position. The Secretary may propose policy, practice and procedure enhancements to ensure the smooth, effective management of the organization. Working in collaboration with the Director of Membership & Volunteer Management, the Secretary maintains membership and volunteer records.

Specific Duties

- ❖ Daily email management
- ❖ Filing and e-doc management
- ❖ Keeper of passwords / security
- ❖ Lists of Contacts & Participants
- ❖ Constitution and Bylaws
- ❖ Organizing the TCAC's Annual General Meeting
- ❖ Society Registration
- ❖ Governance

Minutes

The secretary is responsible for ensuring that accurate minutes of meetings are taken and approved. Minutes should have enough information to help absent directors and members understand what issues were discussed and what decisions were made and must include:

- date, time, location of meeting;
- list of those present and absent;
- list of items discussed;
- list of reports presented;
- text of motions presented and description of their disposition.

The Secretary signs a copy of the final, approved minutes and ensures that this copy is maintained in the corporate records.

Custodian of records

The secretary ensures that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include founding documents, (eg. letters patent, articles of incorporation), lists of directors, board and committee meeting minutes financial reports, and other official records.

Membership and Volunteer Records

The Secretary, working with the Director of Membership and Volunteer Management, ensures that official records are maintained of members and volunteers of the organization and Board. He/She ensures that these records are available when required for reports, elections, referenda, other votes, etc.

Constitution and Bylaws

The Secretary ensures that an up-to-date copy of the bylaws is available at all meetings.

Communication

The Secretary ensures that proper notification is given of directors' and members' meetings as specified in the bylaws. The Secretary manages the general correspondence of the Board of Directors except for such correspondence assigned to others.

Meetings

The Secretary participates in Board meetings as a voting member. The Secretary provides items for the agenda as appropriate. In the absence of the President and Vice-President, if the position exists, the Secretary calls the meeting to order, presiding until a temporary chairperson is elected. The secretary records meeting minutes as described above. The Secretary may perform these duties for Membership meetings (eg. Annual General Meeting) and/or for an executive committee.

Signing Officer

The Secretary is a designated signing officer for certain documents. In this capacity, the Secretary may be authorized or required to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of organization.

Filing of Documents

The Secretary is the registered agent with respect to the laws of the jurisdiction.; the person upon whom legal notice to the corporation is served, and responsible for ensuring that documents necessary to maintain the corporation are filed.

Treasurer

General Responsibilities

The Treasurer manages the finances of the TCAC, including the board's review of and action related to financial responsibilities, audit and other activities. The Treasurer co-ordinates the development of the annual event and operating budget, and conducts routine banking tasks.

This position works closely with the TCAC bookkeeper to ensure that financial controls, practices and record keeping are up to date, accurate and reliable. Routine finance reports and year-end financials are also a joint responsibility, with the Treasurer having overall accountability.

Specific Duties

- ❖ Grant Research, Grant Writing and Report Writing
- ❖ Arranging Board and Event Insurance
- ❖ Oversight of Bookkeeping
- ❖ General Finance information and Budgets
- ❖ Year End Finances / Taxes
- ❖ Banking – Cheques / Deposits
- ❖ PayPal, including passwords and transfers to bank
- ❖ Bill Paying for events and general operation

Accountability

The Treasurer is responsible for financial transactions, accounting and reporting for the TCAC. This position is also responsible for financial accuracy, transparency and separation of responsibilities. The Treasurer understands general banking rules and procedures, provides regular finance/ budget updates at Board Meetings, bank account information, Separation of financial duties intentionally provides an acceptable level of checks and balances within the organization. The treasurer must also ensure the integrity of cash counting in all instances, with two people verifying cash. This is to protect individuals in our organization and to ensure transparency in both practice and perception. Period reviews of financial policies, procedures related to funding, expenditure approval, contract documents, procurement are also important to ensure the success of the TCAC. This position also ensures that all cheques are signed by two signing authorities.

Signing Officer

The Treasurer is a designated signing officer for certain documents. In this capacity, the Treasurer may be authorized or required to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of organization.

Filing of Documents

The Treasurer ensures that financial documents are provided to the Secretary for appropriate filing. The Treasurer ensures that our TCAC bookkeeper keeps organized and well documented files including monthly bank reconciliations, event and operational financial reports.

Director of Membership and Volunteers

General Responsibilities

Member and Volunteer management is a key position in leveraging and maximizing the TCAC's resources. It is the "heart and soul" of our organization, and our gateway to community engagement. The Director of Volunteer Management is responsible for recruiting, organizing and communicating with our most valuable resource, our members and volunteers. He/she may organize volunteer recognition recruitment and recognition events in collaboration with event leads and other members of the Board of Directors.

This position works in close collaboration with Event Leads, the TCAC Secretary, TCAC Treasurer and bookkeeper, and others in our organization.

Specific Duties

- ❖ Membership, including recruiting new members, welcome, providing orientation or other materials
- ❖ Ongoing communication with members and volunteers to support continuing engagement and support
- ❖ Ensuring full completion of Membership Forms and Payment; sharing information with TCAC Secretary and Treasurer
- ❖ Volunteer Recruitment including local community members, those who join at events and Volunteer Victoria
- ❖ Working with Event Leads on Calls for Volunteers and related information
- ❖ Communications & reminders to members and volunteers about upcoming events and volunteer opportunities

Accountability

This position is a "cheerleader" with a focus on engaging and inspiring others to join the TCAC as members and/or volunteers. The Director of Membership and Volunteers provides routine reports to the Board on recruitment, retention and current status of both membership and volunteer levels. This position advises on successes and challenges related to these activities and recommends strategic plans and course corrections to ensure that both members and volunteers enjoy a positive experience as part of the TCAC family. The Director of Membership and Volunteers conducts routine, periodic reviews of related practices and procedures including the update of manuals, forms and fees. The Director may conduct formal or informal discussions, surveys or meetings to gauge the level of satisfaction within our membership and volunteer base, and may provide recommendations to the Board of Directors for new or innovative ideas.

This position works closely with the TCAC Secretary to ensure that membership renewal reminders are sent monthly and that contact information is up to date and fees are paid on a timely basis.

Filing of Documents

The Director of Membership and Volunteers works with the TCAC Secretary to ensure that all membership and volunteer lists and contact information are accurate and up to date, including e-mail group lists. Routine reviews of these lists is important to ensure effective communications with our members and volunteers.

Director of Events & Special Projects

General Responsibilities

This position works with the Past President and Event Leads in planning and delivering an annual program of events designed to promote and highlight arts and culture in our community. The Director of Events and Special Projects provides strategic leadership and support for event organizers, planners and others. He/she organizes periodic gatherings of event leads, members of the Board and others (eg: Parks & Recreation staff) to produce an annual program of work, propose budgets and high level risk management for all TCAC offerings. Asset management activities include ongoing tracking of assets, their locations and condition, and the maintenance of appropriate storage facilities.

Specific Duties

- ❖ Recruit Event Leads, Organizers and Planners
- ❖ Arranges Permits for public events
- ❖ Leads an ongoing process for Asset Management, including storage of event equipment, supplies and materials

Accountability

The Director of Events & Special Projects develops an annual recruitment plan for the TCAC program of events. This may include event leads, special project organizers and a variety of planning volunteers. He/she works with event leads and others to develop and monitor budgets to ensure revenue and expenses are kept within established boundaries. Working with the TCAC Treasurer and bookkeeper this position assists with the review of financial information for accuracy, such as invoices for services and material, honours etc. The Director may work with event leads to develop and monitor timelines and deadlines related to all aspects of events and assist with information sharing between event leads, and others (eg: Parks & Recreation staff, TCAC partners or sponsors) This position ensures that permit applications are submitted in a timely manner and that all requirements are met. Working with Event Leads, the Director maintains an up to date and ongoing inventory of tents, assets and supplies. He/she also arranges for repair of assets, as needed.

Director of Communications

General Responsibilities

The Director of Communications plays an integral role in promoting the TCAC and facilitating internal and external communication. This position develops a strategic communications plan for the organization and leads the execution of that plan. The Director of Communications serves as lead point person on media interactions that help promote and/or impact the TCAC. He/she actively cultivates and manages press relationships to ensure coverage of events and public announcements of upcoming events, announcements etc.

Specific Duties

- ❖ Produce and distribute the TCAC's monthly Newsletter
- ❖ Promote the organization by acting as liaison with local press and radio contacts
- ❖ Organize print and social media advertising for TCAC events and activities
- ❖ Develop and ensure compliance with TCAC specific Graphic Arts and branding materials
- ❖ Develop and implement strategies to represent and advertise TCAC events using Print Media
- ❖ Write and distribute Press Releases related to upcoming events and "happenings"
- ❖ Solicit editorial coverage in the press, radio, television, social media and other sources

Accountability

The Director of Communications ensure that policies and procedures exist to ensure consistency in branding of all TCAC print materials, posters, banners and signage. This position works with event leads and other Board Members to ensure compliance with TCAC standards.

Filing of Documents

The Director of Communications ensure that electronic copies of posters, flyers, advertising etc is lodged with the Secretary for appropriate filing, distribution and retention for reference and historical purposes. At least one hard copy of all posters and flyers should be retained for use at events and the TCAC Annual General Meeting (display boards etc)

Director of Social Media

General Responsibilities

In so many ways, social media is the voice of the TCAC. The Director of Social Media helps promote and celebrate arts and culture in our community in a highly visible social media environment. This position has responsibility for reaching as many people as possible using technology to share information about the TCAC, its activities, events, successes and plans. The Director of Social Media engages the widest possible audience to promote our organization, congratulate our members and volunteers, and attract attention to our events. To accomplish TCAC objectives, this director monitors trends in social media tools, applications, channels, design and strategy on an ongoing basis.

Specific Duties

- ❖ Website management, including design, content, updates, monitoring of website traffic and reporting
- ❖ Ensures continual postings to the TCAC FaceBook page, monitors FaceBook page communications
- ❖ Co-ordinates event advertising on a wide range of local Websites and other social media outlets
- ❖ Photograph management

Accountability

The Director of Social media engages a wide audience through social media posts and the TCAC website on an ongoing basis. This position creates a social media publishing schedule in conjunction with the Director of Event Leads and Special Projects, Event Leads and the Director of Communications. He/she creates and implements an annual social media strategy/campaign designed to attract new members, volunteers, sponsors and event-goers. The Director also ensures accurate and timely updating of content and information on our website and FaceBook page.

This position works closely with the Director of Communications, the Director of Members and Volunteers and the TCAC Secretary to co-ordinate activities related to the advertising of events, communications with members and volunteers, and branding standards.

Filing of Documents and Photographs

Working closely with the TCAC Secretary, the Director of Social Media ensures that photographs and related documents are filed electronically, and that hard copies are maintained as appropriate, particularly for use at events and our Annual General Meeting. Photographs are important historical records and are also used routinely for promotional purposes.

Director of Youth Mentorship & Special Programs

General Responsibilities

The Director of Youth Mentorship and Special Programs provides leadership and guidance to a program of work designed to support young people or emerging artists in our community in terms of encouraging a passion in arts and culture. He/she leads a team of professionals in designing and implementing an annual program of work that is funded by proceeds from Township Classics or other TCAC initiative.

Specific Duties

- ❖ Establish an annual Youth Mentorship Planning Team
- ❖ Oversee the recruitment of Mentors and Mentees, including public announcements at the appropriate time
- ❖ Arrange the audition process, if applicable, and makes public announcements, as appropriate
- ❖ Document progress of all mentees (written and photographic)
- ❖ Ensure that learning plans are completed and operationalized
- ❖ Provide operational and financial reporting to the TCAC Board of Directors
- ❖ Consider additional special programs that focus on youth or emerging artists in various artistic disciplines

Accountability

The Director of Youth Mentorship and Special Programs prepares an annual program for the coming year, including calls for mentors, mentees and ensure that all selection processes are fair and completed in a transparent manner. This position manages a separate bank account in accordance with bank requirements and TCAC financial policy (eg: two signatures to each cheque, etc). Financial Reporting is provided to the TCAC Board and is produced in collaboration with the TCAC Treasurer and bookkeeper. The Director will present evaluation results to the TCAC Board on an annual basis and may conduct formal or informal meetings, discussions or surveys to support the program.

Filing of Documents and Photographs

Working closely with the TCAC Secretary, the Director of Youth Mentorship and Special Programs ensures that photographs and related documents are filed electronically, and that hard copies are maintained as appropriate, particularly for use at events and our Annual General Meeting. Photographs are important historical records and are also used routinely for promotional purposes.

Past President

General Responsibilities

The Past President is a non-voting member of the Board of Directors. This position assists and supports the Board and Event Team Leads by providing historical and financial background information for TCAC operations and events.

Specific Duties

- ❖ *Provides guidance and support to event team leads by assisting with the production of an Annual Program of Work for presentation to the Board of Directors*
- ❖ *Assists with the production of an annual Event Calendar*
- ❖ *Gives feedback and advice relating to previous experiences in program planning, delivery and evaluation*

Accountability

The Past President supports the Board of Directors by providing advice and sharing experience in all matters related to the TCAC. Attendance on at Board Meetings and on various committees is essential to ensuring that corporate knowledge is widely shared.

Filing of Documents and Photographs

The Past President ensures that all relevant records, photographs and files are transferred to the TCAC Secretary so that they can be shared with in-coming board members.