



## **CNCAC's Board Responsibilities**

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### **ROLES AND RESPONSIBILITIES**

The Board is responsible for the Coalition of New Canadians for Arts and Culture. They govern the organization and are responsible for what the Coalition does, and it follows a mandate. The Board will support the work of the CNCAC and provide mission-based leadership and strategic governance. While day-to-day operations are led by the CNCAC's Projects Director and the Operations Director, the Board-staff relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. When board members are elected, it is for a two-year term.

### **ALL BOARD MEMBERS RESPONSIBILITY**

1. Clarify the governance of the CNCAC to support its activities.
2. Manage the affairs of the CNCAC to ensure sustainability and continuity.
3. Build strong relationships with all stakeholders and interested groups to further the aims of the CNCAC and ensure its unifying and leading role within the National Capital region.
4. Establish regular and dependable communications with all parties involved in and supportive of the CNCAC's activities.
5. Promote the activities of the CNCAC and the success of all its stakeholders in developing a collaborative effort to support new Canadian artists and cultural workers.
6. Investigate and pursue a wide variety of funding sources and mechanisms for ongoing support of basic operations and periodic activities of the CNCAC.

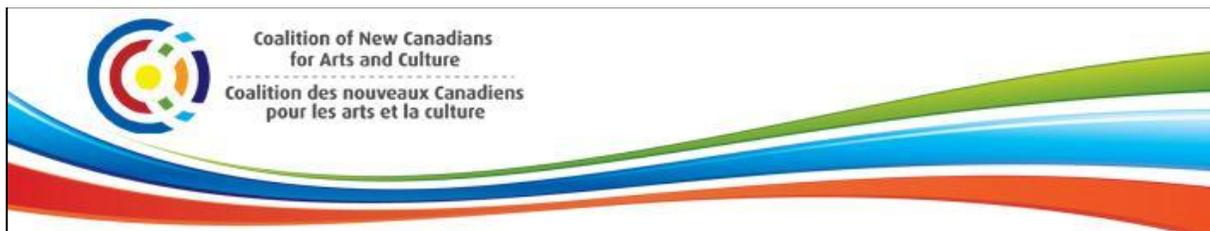
### **SPECIFIC BOARD MEMBER RESPONSIBILITIES INCLUDE:**

Attend monthly meetings of the Board of Directors, reviewing all documentation prior to board meetings and participating fully in discussion and decision making of the board.

Participate fully on board committees as assigned. This includes attending all sub-committee meetings, reading necessary documents ahead of time and being prepared to discuss the issues at hand. Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports. Recruit, hire, and monitor the work of staff. It is not the job of the board to engage in the management of day-to-day operations.

Advocate on behalf of the organization – directors must be prepared to promote the views of the organization in order to secure funding, legislation and other support for the organization and the community it serves. This requires an informed board member of the issues facing the CNCAC.

Volunteer in fundraising activities that support the mission and strategic priorities of the CNCAC.



Volunteer at events organized by the CNCAC.

Ensure compliance with by-laws and regulations.

Monitor and approve the budget.

Ensure discussions and reports are kept confidential.

Provide input into strategic planning and monitor the organization's progress towards achieving established goals.

### **QUALIFICATIONS:**

It is a great opportunity for an individual who is passionate about the CNCAC's mission and who has experience with the arts and culture. Selected Board Members will have experience in any of the following areas: business, human resources and planning, arts and/or culture programming, government, fundraising, strategic planning, communications, or programming in the non-profit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing Board Members. Ideal candidates will have the following qualifications:

- Professional experience with significant experience or accomplishments in the arts, arts programming or leadership, community building, communications and/or fundraising
- A commitment to and understanding of CNCAC's mission and vision
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the arts and culture opportunities for new Canadian artists and cultural workers

Service on CNCAC's Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.

### **MEETINGS**

Currently meetings are monthly with the exception of the summer. Meetings are usually 1 - 1.5 hours in length.

Meetings take place the first Tuesday of the month, at 5:30 PM in the CNCAC office at 255 MacKay Street, Ottawa ON K1M 2B6

### **COMMITMENT**

Become a member of CNCAC within 10 days of joining Board

Attend some of the monthly events CNCAC offers for its members

Attend CNCAC's Annual General Meeting



## **CNCAC's BOARD MEMBER RESPONSIBILITIES**

### **THE PRESIDENT**

The President presides at all Board Meetings. When necessary, the duties of the President may be exercised by the Vice-President, as it shall appoint for the purpose.

### **VICE-PRESIDENT**

The Vice President acts as the President in the absence of this officer, and performs other functions as may be assigned by the President or the Projects Director.

### **THE PAST PRESIDENT**

The Past President provides continuity, chairs the Nominations Committee, and serves as an advisor to the President and the staff.

### **TREASURER**

The Treasurer keeps full and accurate accounts of all the financial transactions of the CNCAC, in accordance with generally accepted accounting principles. The Treasurer looks after all proper deposits of funds, to the credit of the CNCAC, in a bank designated by the President, rendering to the Board an account of these transactions on at least a quarterly basis. The Treasurer prepares an annual budget for approval by the Board; prepares an annual report of the financial transactions of the CNCAC, and presents it to the members at the Annual General Meeting and performs other functions that may be assigned by the President or staff. The Treasurer acts as liaison between the auditor, the staff in charge of bookkeeping and the Board, reviews and advises on the financial status of the CNCAC, and reports and makes recommendations on all financial matters.

### **SECRETARY**

The Secretary keeps records of the Constitution and By-Laws, the resolutions of the Board, and minutes of the meetings, as well as other duties as assigned by the President. The secretary composes agendas for the Board meetings, notifies Board members of meetings and works with the staff on agenda and communication for the AGM.