

2024 Call for Directors

Nominations for the Tillsonburg Station Arts Centre Board of Directors are currently open until November 10th, 2024.

ROLE

Ultimately, the Board of Directors for the Station (referred to as the 'organization') are a 'working board' and take on many roles both as volunteer and committee members. To be productive, good governance starts with the board of directors.

The board's role and legal obligation is to oversee the administration (management/employees/volunteers) of the organization and ensure that the organization fulfills its mission. (In the Station's case, Promoting Arts & Culture and Tourism within the Community)

TERM LENGTH

SAC is seeking the election of two directors to serve one - year term.

Directors will be elected by membership during our Annual General Meeting (AGM) on November 13th, 2024.

ELIGIBILITY

Any person who is a Board director, or member in good standing may stand for election.

ELECTION PROCESS

Upon reception of resume and qualifications, the Board will assess whether candidates have the experience and qualifications required of Directors.

Voting members will elect 2 Directors to the board.

SUBMISSION

Review the Full Role Description (below)

Submit your resume and qualifications by November 10th, 2024.

Detailed Description of the Role

Board members monitor, guide, and enable good management; they do not do it themselves but rely on their employees and volunteers. The board has decision-making powers regarding matters of policy, direction, strategy, and governance of the organization, but not necessarily micromanagement of day to day activities performed by employees/volunteers.

The Board Executive and Members are responsible collectively for the following:

- Formulate key organization policies and strategic goals, focusing both on near-term and longer-term challenges and opportunities.
- Authorize major transactions or other major actions (such as Special Events, Auction/ Community Engagements ie. July 1st, etc).
- Oversee matters critical to the health of the organization— not decisions or approvals about day to day matters, which is management's role—but instead those involving fundamental matters such as the viability of its business model or plan, the integrity of its internal systems and controls, and the accuracy of its financial statements.
- Evaluate and help manage risk on all aspects of the organization.
- Steward the resources of the organization for the longer run; not just by carefully reviewing annual budgets and evaluating operations but also by encouraging foresight through several budget cycles, considering investments in light of future evolution, and planning for future capital needs.

- Mentor Employees/ Volunteers, provide resources, advice and introductions to help facilitate day to day operations and Special Events.
- The Board should not permit the Executive to dominate board meetings, set agendas, or determine what information is provided to Board members. Under the Leadership of an active Board Chair, there should be adequate opportunity for any Board member to provide input, receive and review reports.
- Exception to this is any Performance Related information that is confidential in nature and any persons 'other than' Board members should be asked to leave a meeting.
- The Board should bring in any person or organization pertinent to an ongoing issue or Agenda item. They should be noted as 'Guests' and should be excluded from all other ongoing Board Business and discussions.

Committees:

- As this is a Non-Profit Board, there is an expectation that Board members be assigned and work on a variety of Committees as deemed necessary for the complete operation of the organization.
- Committees should be made up of a combination of Volunteers, Board Members, Employees and invited 'Specialists' if required. Committee reporting should be part of the ongoing information regularly reported to the board.

General for all Directors on the Board:

Duty of Care:

A board member must be active in organizational planning and decision making. Board members must exercise reasonable care when he or she makes a decision for the organization. Reasonable care is what an "ordinarily prudent" person in a similar situation would do.

Duty of Loyalty:

A board member must never use information gained through his/her position for personal gain and must always act in the best interests of the organization. Board members must avoid conflicts of interest or the appearance of conflicts.

Duty of Obedience:

A board member must be faithful to the nonprofit organization's mission. He or she cannot act in a way that is inconsistent with the organization's goals. The public trusts the board to manage donated funds to fulfill the organization's mission.