



Role and Responsibilities of Board Members

The Georgina Centre for the Arts and Culture is an enriching, inclusive, and contemporary gathering place that promotes arts and culture as a cornerstone of community and creative development. As a non-profit, charitable organization, the Georgina Centre for Arts and Culture (the GCAC) presents a variety of art and cultural experiences exploring, stimulating, and expanding public perceptions of art and culture.

Board members act as ambassadors for the GCAC, reaching out into the community on its behalf, creating the interest and excitement that brings ideas and partnerships, and developing an environment that supports community investment in the arts. Board members are expected to be advocates for the importance and needs of the GCAC, and to understand the mission, values and major activities of the organization.

QUALIFICATIONS

- A team player, open to other team members' input, who builds strong partnerships with colleagues and stakeholders.
- A collaborative approach with understanding in cross-sector collaboration models.
- A relationship-builder who exhibits a high level of trust and integrity.
- Understanding of financial, legal, human resources, and/or ethical aspects of an arts organization and/or non-profit, charitable organization is an asset.

ACTIVITIES

- Provides strategic guidance for the GCAC so that its purpose may be accomplished.
- Advises the Executive Director on issues and ensures that the GCAC's activities and business are conducted in a manner consistent with its mission and values.
- Chairs or joins at least one committee, and acts as resource and support to those members who have taken on designated jobs.
- Acts as Liaison with Executive Director and committee members as required.
- Attends Board Meetings once a month.
- Joins and attends committee meetings as required.

PERFORMANCE REQUIREMENTS

- Familiarity with the work of the GCAC and current arts and cultural issues.
- Commitment to accomplishing the purposes of the GCAC.



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ACCOUNTABILITY

- Each Director is responsible to the Board and to the members of the GCAC.
- Directors are bound by the GCAC's Bylaws and Policies.
- The Director(s) will respect confidentiality, sharing confidential information only with persons directly involved.
- Directors of the Board hold office from their election or appointment until the next Annual General Meeting.
- A directorship may be terminated upon any of the following events:
 - the director resigns in writing from their position
 - the director is absent from 3 consecutive Board meetings without reasons acceptable to the Board
 - the director is removed by a two-thirds vote of the board
- No director shall be remunerated for being or acting as a director.
- The directors shall meet at least once every month.
- The quorum at all meetings of the Board shall be no less than 50% plus one Directors.

TIME COMMITMENT

Board Directors spend a minimum of 5-8 hours per month on GCAC work, including preparation for and attending Board meetings, corresponding by email and voting in electronic motions, fulfilling Action Items from Board meetings, and taking an active role in at least one Board Committee. Leading up to major events, Board members may be required to participate in additional meetings / volunteer additional time. Special Board meetings may occasionally be called outside of the regularly scheduled meetings, to address specific or timely material.

Additional Executive Roles

Chair

ACTIVITIES

- Facilitates Board Meetings.
- Follows through on decisions made at Board Meetings to ensure that decisions are implemented.
- Canvasses board directors, members, volunteers, and staff for agenda items prior to Board Meetings.
- Signs official documents on behalf of the Board.
- Acts as liaison with Executive Director and other employees as required.

PERFORMANCE REQUIREMENTS

- Ability to assess official documents before approval by the Board.
- Acts as a co-signer for cheques and other legal documents, financial and fundraising documents along with the Executive Director and/or Vice-Chair and/or Treasurer.

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149 High Street, Box 1455 Sutton On L0E 1R0
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Charitable Registration: 871973616RR0001



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Vice-Chair

ACTIVITIES

- Facilitates Board Meetings in the absence of the Chair.

PERFORMANCE REQUIREMENTS

- Ability to assess official documents before approval by the Board.
- Acts as a co-signer for cheques and other legal documents, financial and fundraising documents along with the Executive Director and/or Chair and/or Treasurer.

Treasurer

ACTIVITIES

- Ensures that financial records of the Council, prepared by the Executive Director and the Bookkeeper, are accurate and up-to-date.
- Ensures that monthly financial reports are prepared and presented at Board Meetings.
- Reviews draft budgets prepared and presented by Executive Director for presentation to Board for approval and ensures that the budget reflects the proposed activities for the GCAC.
- Ensures that the Executive Director prepares a complete annual operating budget annually.
- Ensures that the Executive Director makes disbursements in accordance with the budget and brings any areas of potential variance to the attention of the Board.
- Presents annual financial statement to members at Annual General Meeting.
- Acts as Board Liaison with Executive Director, other employees, and bookkeeper as required.
- Attends Board Meetings.

PERFORMANCE REQUIREMENTS

- Ability to assess official documents before approval by the Board.
- Familiarity with general accounting practice.
- Acts as a co-signer for cheques and other legal documents, financial and fundraising documents along with the Executive Director and/or Chair or Vice- Chair.

Secretary

ACTIVITIES

- Takes minutes (or ensures that minutes are taken) at Board Meetings.
- Types minutes and ensures they are distributed to Directors and Executive Director as soon as possible after the meeting.
- Ensures that notices of the Board Meetings are issued.

PERFORMANCE REQUIREMENTS

- Ability to present information in an organized fashion.

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