



VOLUNTEER JOB DESCRIPTION: BOARD OF DIRECTORS

The Canadian Clay and Glass Gallery is governed by a Board of Directors of 12-14 members of the community. Directors are elected for three-year terms and confirmed at the Annual General Meeting. Board members may serve up to two consecutive terms.

Board members have the overall responsibility for the organization. They provide fiduciary and governance oversight, determine and direct strategic initiatives, select and evaluate the performance of the Executive Director, increase fundraising capacity and provide linkages to targeted constituencies, based on community contacts and position.

MISSION

The Gallery is a national centre of research, scholarship and artistic excellence. A site of leadership that influences both craft and fine arts communities, we are an essential organization within the Canadian cultural landscape.

VISION

Engaging our community through contemporary ceramic and glass art.

MANDATE

With an emphasis on Canadian artists, the Gallery brings exhibitions to the public that are grounded in craft processes, engaged in contemporary experimentation and meaningful to diverse audiences. By exhibiting and collecting contemporary works in ceramics and glass, the Gallery inspires dialogue, critical discourse and new ways of thinking. The Gallery's media specificity is its distinguishing characteristic and greatest strength. Through exhibitions that address issues relevant to our times, an impressive selection of works in our Gallery Shop and intriguing public programs that engage, educate and inspire, we are accessible to all.

STRATEGIC PLAN OBJECTIVES

The Gallery developed a 2018-2021 Strategic Plan that is high level, forward looking, aspirational and transformational. While continuing with its mandate and the objective of financial responsibility and stability, the Gallery will also move in four key strategic directions.

1. Creating and sharing our story more effectively

- Engaging in partnerships beyond our current sphere of influence and across all borders
- Focusing on the artistic vision of the Gallery in support of meaningful, important contemporary experimentation and practice

2. Moving towards thoughtful, effective mobilization of people

- Expanding our human resource capacity through volunteer programs and internships
- Providing leadership development for our internal and external human resources

3. Making the Gallery a popular gathering place; moving towards enriching experiences with diverse audiences

- Attracting audiences that reflect the diversity of the community, especially under-represented groups in our current audience
- Creating an inviting space that is more accessible and welcoming
- Beginning a 2-way conversation with communities about contemporary ceramic and glass art and its relevance to our society
- Elevating education, interacting with more diverse groups for education purposes, opening up scholarship at the Gallery

4. Moving toward a digital strategy

- Developing means and expertise needed to have meaningful audience engagement through digital tools
- Integrating technology and hands-on experiences
- Seeking technology sector partnerships

DESIRED CHARACTERISTICS OF BOARD MEMBERS

The Canadian Clay and Glass Gallery seeks board members who are:

- Passionate about our mission, vision and mandate
- Uniquely skilled and able to help Gallery fulfil its mandate and realize its Strategic Plan objectives
- Able to advocate for the role of the Gallery in our community, in our country and internationally
- Willing to invest time and engage with the process of governance and oversight
- Experienced, networked and connected with communities/constituencies we serve and seek to serve
- Able to listen, think critically, and contribute in a group setting
- Willing to assume leadership roles
- Eager and excited at the prospect of effecting positive change

BOARD MEMBER RESPONSIBILITIES

The Canadian Clay and Glass Gallery expects board members to carry out these responsibilities to the best of their ability.

Governance:

- Attend full board meetings and review all materials prior to meetings
- Be well informed about the Gallery's work, its role in the community and its programs
- Understand the Gallery's mission, vision and mandate and historical development
- Provide benefit of their experience, knowledge and expertise to board members and staff leadership
- Contribute to strategic planning, assess financial and human resources to ensure Gallery is able to deliver on its mission, vision and mandate
- Advise on the needs and concerns of groups in the community with which he/she is familiar.
- Serve on at least one board committee

Fiscal Oversight:

- Ensure the Gallery operates in a manner that is fiscally sound
- Gain an understanding of the Gallery's budget and financial reports
- Review financial reports submitted to the board prior to each board meeting
- Participate in the annual budget review and approval process

Development and Advocacy:

- Contribute financially to the Gallery on an annual basis
- Participate in identifying, screening and/or soliciting of individuals and organizations capable of making major gifts to the Gallery, based on experience and relationships in the community
- Attend opening receptions and exhibitions sponsored by the Gallery
- Promote and personally attend the Gallery's fundraising events
- Promote the Gallery as a cultural center, meeting space and shopping attraction

SELECTION PROCESS

Developing a strong and sustainable Board is critical to the success of the Canadian Clay and Glass Gallery. To that end, the recruitment of new Board members is an ongoing and vital role of the Board and Staff. The opportunities to recruit potential Board members are both strategic and opportunistic.

The Nominating Committee takes the lead in this process. It has developed a matrix of needed/desired board attributes. The Nominating Committee will vet potential candidates using this matrix, whether candidates approach the Gallery or are specifically recruited by the Gallery staff, Board or consultants to join the Board.

Board candidates submit an online Board Application and attach a resume. The Board Application will be reviewed by the Nominating Committee, using the application, resume and Board matrix. If there is mutual interest to move forward, a Nominating Committee member will meet with the candidate. Thereafter, the Nominating Committee member and Executive Director will schedule a Gallery site visit. Approval by a minimum of three board members is required to forward the candidate to the full board for review. A majority vote by the Board of Directors is required to elect the candidate as a Director.

If you are interested and motivated to participate at the Board level for the next phase of the Gallery's development, please click on the LINK below to submit your BOARD APPLICATION.

BOARD APPLICATION