



Region of Waterloo Arts Fund Volunteer (Non-Voting) Communications Coordinator Position Description

Do you believe in the power of the arts to make a difference? Are you passionate about arts and communications? Are you up to speed with developments in traditional and social media? Do you take an active interest in ways of presenting and communicating important messages to the community, organizations and business? Do you enjoy serving your community as a volunteer?

If your answer is 'YES', read on. The Region of Waterloo Arts Fund is seeking a Volunteer Communications Coordinator

VOLUNTER COMMUNICATIONS COORDINATOR POSITION SUMMARY

The Region of Waterloo Arts Fund is seeking its first volunteer Communications Coordinator to support the Arts Fund by conveying the impact the Arts Fund has on artists, arts organizations and the community at large. This new volunteer position with the Arts Fund is launched as a one-year pilot. The successful candidate will participate in defining the scope of the position.

Key Responsibilities and Skills Required

Your creativity will be constantly in demand, as will your organizational skills, enthusiasm and self-motivation. The Volunteer Communications Coordinator will have expertise in all areas of communication and will provide support and coordination for key components of the Arts Fund's communication initiatives.

He/she will report to the Chair and/or Vice Chair of the Board and will take responsibility for some or all of the following specific areas:

- Website content management
- The use of social media to build the profile of the Arts Fund in the community
- Communication strategy development for specific initiatives (e.g. 15/150 Grants in 2017)
- Communication planning for audience expansion

Time Commitment

- Able to serve the work of the Board for a minimum of one year
- At the discretion of the volunteer, the Board estimates that the Communications Coordinator will spend two to four hours a week on Arts Fund Board related work
- From time to time, the Communications Coordinator may be asked to attend a Board meeting. The schedule for six meetings per year is set well in advance of the start of the year. Two meetings are for Board business; four are for review of applications

REGION OF WATERLOO ARTS FUND

The Region of Waterloo Arts Fund has been 'Making Art Happen' in our region since 2002. Through its annual granting program, the Arts Fund has had a significant impact on the development of the creative arts community throughout Waterloo Region. The Arts Fund operates at arms-length from the Region



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and is governed by an elected 14-member board that is responsible for allocating annual funding provided by the Region of Waterloo. For more information, please visit www.artsfund.ca

Volunteering with the Region of Waterloo Arts Fund

Serving the work of the Arts Fund is both an opportunity and a commitment. There are two ways to volunteer with the Arts Fund.

Board Volunteers: Elected Voting Position

Board members are elected by the Board to serve as directors, and are responsible for reviewing and assessing grant applications to determine grant allocation.

Program Volunteers: Appointed Non-voting Positions

Program volunteers assist the Arts Funds by providing valuable skills and talents. They serve in roles such as Artists-at-Large Advisors, Peer-to Peer Support and Communications Coordinator. Non-voting volunteers are appointed by the Board and have no role or vote in granting reviews or decisions.

All Arts Fund Volunteers share the following responsibilities

- Willing to serve as a volunteer, without remuneration
- Attend meetings of the Board and related committees as required
- Sign and agree to abide by the Confidentiality and Conflict of Interest Policies
- Live and/or work in the Region of Waterloo
- Have broad and general knowledge of the arts community
- Able to treat colleagues in a respectful and collegial manner
- Demonstrate arts involvement and is willing to contribute to the Arts Fund mission

Confidentiality and Conflict of Interest Policies

All Arts Fund volunteers are asked to sign statements of Confidentiality and Conflict of Interest. Though non-voting volunteers will not have voting privileges for granting processes nor will they have any responsibility for the approvals of grant applications, they may be privy to confidential information regarding grant applicants and are governed by the same policy as Board members.

Conflict of Interest Statement

All Arts Fund volunteers are required to sign a Conflict of Interest policy statement and to declare any such conflicts as soon as they become known. A volunteer cannot have a personal or organizational application in the round under consideration, nor within the subset of applications assigned for review. From time to time, non-voting volunteers may attend meetings. If there is an indirect conflict of interest, the volunteer will leave the room during evaluation of any such application.



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Confidentiality Statement

Non-voting volunteers may be entrusted with confidential information from applications and will not disclose their knowledge of the applications nor of the outcomes of each granting cycle until after the Board has made its final granting decisions and a media advisory announcing the approved grants has been released to the local press.

RECRUITMENT AND APPOINTMENT PROCESS

- Complete the Contact Information and Credentials Form along with supporting documents that describe your experience and skills
- Submit your application to the staff at the Region of Waterloo
- Selected candidates will be invited to participate in an informal interview with the Board Chair and Vice Chair and/or a Member of the Board
- The successful candidate will be appointed for a one year term. The Board Chair and/or Vice Chair will meet with the volunteer after six and twelve months, as a “check in” to ensure a successful placement.
- The successful candidate will sign and agree to abide by Confidentiality and Conflict of Interest documents
- Orientation is provided by the Board Chair and/or Vice Chair.

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- Staff support is provided for the work of the Board by Regional staff members in the office of the Regional Clerk (Planning, Development and Legislative Services).
- Training in the use of the Arts Fund Website will be provided.
- All meetings take place at Region of Waterloo headquarters at 150 Frederick Street, Kitchener.
- Parking costs to attend meetings are paid from the Arts Fund budget.
- Community arts events occur throughout the Region. Access to a car is not required, but provides an advantage when participating in community events.

HOW TO APPLY

To express your interest in serving in this position, mail, email, deliver or courier a Contact Information and Credentials Form along with supporting documents that describe your experience and skills to:

Region of Waterloo Arts Fund
Council and Administrative Services
c/o Regional Clerk’s Office
Regional Administration Building, 2nd Floor
150 Frederick Street, Kitchener, ON, N2G 4J3

For further information you may contact the Arts Fund at 519-575-4450 or info@regionofwaterloo.ca



**Region of Waterloo Arts Fund
Volunteer (Non-Voting) Communications Coordinator
Contact Information and Credentials Form**

NAME:	
ADDRESS:	
CITY / TOWN:	POSTAL CODE:
TELEPHONE(S)	EMAIL:

AREA(S) OF INTEREST AND/OR EXPERIENCE: *(check one or more)*

Theatre / dance

Music

Visual arts

Literary arts

Film / video / media arts

CURRENT ARTS AFFILIATION(S): *(please list)*

NOMINATED / ENCOURAGED BY:

PLEASE INDICATE:

- Brief CV, bio, or other credentials attached
- I have received grant money from: Arts Fund, Ontario Arts Council, or other (please indicate)

I have read the Position Description for Volunteer Communications Coordinator (Non-voting) and would like to assist the Region of Waterloo Arts Fund in "Making Art Happen". I understand that my name will be listed on the Arts Fund website as Non-Voting Volunteer.

NAME <i>(print)</i>	SIGNATURE	DATE
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FOR OFFICE USE: