



## **Board Director - Position Description**

Where Arts Starts – since 2002

The Region of Waterloo Arts Fund (RWAF) has had a significant impact on the development of the creative arts community throughout the region. RWAF Board members contribute their time, expertise and goodwill, and are acknowledged as having a leadership role within the arts community. Serving on the Board is both an opportunity and a commitment.

For more information about RWAF and how it operates, please visit [www.artsfund.ca](http://www.artsfund.ca).

### **Purpose and Role of RWAF Board of Directors**

The volunteer board is responsible for governing RWAF, and allocating grants to local artists and arts organizations in the spring and fall of each year. Regional Council distributes these initial funds to RWAF on an annual basis, leaving the Board responsible for the process, policies, and procedures by which this money is then awarded to successful applicants throughout the community.

Board members volunteer their time and expertise. They are not paid for their efforts, although some administrative expenses are reimbursed. We encourage local individuals who are invested in the arts to join the Board, and to help broaden important conversations. The framework we are currently working under is rooted in the 2022 Imagining Equitable Futures reports. The Board commissioned these reports to help us create a more equitable fund that prioritizes and provides an environment that would encourage and support a more diverse Board of Directors.

### **Grant Application Review**

Starting in 2023 we are approaching application review using the peer review model common to other arts funding bodies. A panel of at least five Peer Reviewers (drawn from an open call to artists and arts administrators living in the region) will review and score the applications. Peer Reviewers will be remunerated for sharing their time and expertise.

The Board's role is to ensure that there is a confidential and timely process for the Peer Reviewers to follow, and that there are opportunities for feedback and improvement.

### **Can Board Members and Peer Reviewers Apply for Grants?**

Yes, Board members may apply for grants as individuals or on behalf of their affiliated organizations.

Peer Reviewers may not apply for grants in the round in which they are assessing grants.

Both Board Members and Peer Reviewers are subject to the Conflict of Interest policy as it pertains to applying for funding and to conversations that may take place during board meetings or deliberations.

### **Board Appointment and Term of Office:**

Members of the Board can be appointed initially for a one- or two-year commitment, at the discretion of the incoming Board member. The term of service is a maximum of six (6) continuous years. A former director can then return to the Board after a one-year absence.

### **Responsibilities of Board Members:**

- Approve the slate of grants recommended by the Peer Reviewers
- Attend meetings and participate fully in the work of the Board
- Adhere to RWAF Confidentiality and Conflict of Interest policies, as per the By-laws of the Corporation
- Assist in the work of the various committees, as required from time to time
- Represent RWAF within the community, in adherence with its corporate by-laws
- Promote RWAF within the community and encourage artistic projects and community support for both projects and creators.

### **Skills and Values:**

- Generosity of spirit and a desire to support the well-being of individual artists and organizations
- Expertise in specific artistic disciplines is an asset
- Broad knowledge of the arts and culture in general throughout Waterloo Region
- Optimism and a positive approach towards the role of the arts in community development
- Experience with governance practices in non-profit boards is an asset
- A collegial and collaborative approach to working with fellow Board members.

### **Tasks and Time Commitment:**

- **Attending Meetings** – A minimum of four (4) meetings per year, with the schedule for the following year set in advance so Board members know exactly what dates. The primary objective is to conduct board business, hold the AGM, and approve the slate grants for each funding cycle
- **Committees** – if appointed to a committee, attend any meetings as required
- **Represent the Board** – Board members are often invited to attend events (launches, galas, previews) of our grantees. successful applicants. We encourage Board members to attend events whenever possible, to represent the Board and have the opportunity to experience what our artists have achieved with RWAF funding
- **Open House** – Board members take turns creating and participating in a two-hour open house (in person or online). These coincide with the two annual granting cycles, in the spring and fall. These sessions allow community members to learn more about RWAF in

general, to inquire specifically about the granting process, and to engage with Board members

- **Training** – Anti-Racism and Board training may take place, at no cost to the Board member.

#### **Nomination and Election Process:**

- Send a Resume to [info@artsfund.ca](mailto:info@artsfund.ca) and tell us about your interest in serving on the Board
- Receipt of all applications will be acknowledged, and applicants will meet with a Board member to discuss their interest, availability, and so on
- Board members can join the Board at any time throughout the year
- Each new Board member is required to review, sign, and agree to abide by RWAF Confidentiality and Conflict of Interest policies.

#### **Miscellany:**

- Board meetings have taken place virtually, on Zoom, since 2020, but may resume in person. If so, such meetings would take place at Waterloo Regional headquarters, 150 Frederick St. in downtown Kitchener
- If requested, a Board member's parking or travel costs incurred can be reimbursed. Any such compensation is paid out of RWAF's operating budget
- RWAF Board carries Directors and Officers Liability Insurance
- Staff support provided for the work of the Board is done by Regional staff members in the office of the Regional Clerk (Planning, Development and Legislative Services), as well as staff in Legal Services and Financial Services.

For more information and to express your interest in serving on RWAF's Board, please contact: The Region of Waterloo Arts Fund [info@artsfund.ca](mailto:info@artsfund.ca). We look forward to connecting with you.