



## **MUSEUM OF VANCOUVER- CALL FOR DIRECTORS**

The Museum of Vancouver is seeking energetic, talented and arts-interested individuals to nominate for election to its board of directors. MOV is the oldest civic museum in Canada (established 1894) and its mandate is to connect Vancouverites to each other and to connect Vancouver to the world. MOV is dedicated to encouraging a deeper understanding of Vancouver through stories, objects and shared experiences. The MOV is committed to Reconciliation and to the Truth and Reconciliation Commission of Canada's Call to Action.

MOV's Board of Directors is comprised of up to 18 individuals, from a variety of backgrounds, who volunteer their time to serve on the Board.

### **BOARD DIRECTORS (4 POSITIONS)**

The Museum of Vancouver is currently seeking individuals with experience in various priority areas: (1) finance; (2) industry and business; (3) fundraising, public relations and development; (4) museums and arts organizations. Additional qualifications include:

- Have experience working on boards of non-profit organizations (preferred)
- Be willing to commit time, energy and expertise to further the goals of MOV
- Be a member of the Vancouver Museum Society (to become a member visit [www.museumofvancouver.ca/about/overview/membership](http://www.museumofvancouver.ca/about/overview/membership) )
- Be able to attend approximately nine (9) board meeting per year, plus committee meetings, as well as Museum events and openings

A copy of our Director's Terms of Reference is attached for additional information. For more information on the Museum of Vancouver, please visit our website at [www.museumofvancouver.ca](http://www.museumofvancouver.ca).

MOV is committed to diversity at all levels and encourages applications from all qualified individuals. To express your interest in contributing your time, experience and passion for the arts, please submit your cover letter and resume to the attention of MOV Governance Committee, c/o mreynolds@museumofvancouver.ca on or before **April 30, 2018**.

The slate of MOV recommended nominees will be presented for election at the MOV's annual AGM in June 2018. The term of each elected director is two years, with the ability to be re-elected.



## **MUSEUM OF VANCOUVER DIRECTOR TERMS OF REFERENCE**

The following are specific duties of each member of the board of directors:

### **GENERAL RESPONSIBILITIES**

1. Exercise good judgment and act with integrity, and always in the best interests of MOV
2. Understand and comply with the fiduciary responsibilities of being a director
3. Stay informed about matters relating to MOV, including attending MOV events and visiting the MOV
4. Have a general understanding of the basic documents relating to MOV, including the charter, bylaws, and the strategic plan
5. Be a passionate and effective ambassador for MOV in the community by advancing MOV's mission within your personal networks and with potential donors
6. Attend MOV's annual general meeting

### **BOARD ACTIVITY AND DISCUSSIONS**

7. Prepare for (by reading Board meeting materials in advance and asking major questions ahead of time by email ), attend regularly and actively participate in board meetings
8. Actively contribute your specific skills and expertise to board discussions and decisions
9. Work well on a team and be oriented towards group decision making
10. Attend a minimum of 75% of all board meetings in a year
11. Treat all board discussions and materials with utmost confidentiality

12. Disclose any personal or business conflict of interest to the Chair of the board, and abstain from discussion or voting in decisions where such conflict exists

### **COMMITTEE WORK**

13. Serve on at least 1 board committee and be available to:

- a) Perform the work delegated to such committee by the board; and
- b) Work together with staff in relation to such committee work (e.g. fundraising strategy and initiatives, programming, etc.)

### **SUPPORTING MOV OUTSIDE OF MEETINGS**

14. As much as possible, attend MOV functions, such as fundraising events and exhibition opening receptions

15. Be available as a resource to the CEO between board meetings

16. Make a financial donation to MOV each year, either in one sum or as a monthly donor. The board has established a general guideline of a recommended minimum donation of \$400 a year and encourages directors to donate to a level which is personally meaningful to them

17. Work your own personal networks and employment connections to raise funds, including, where possible, introducing possible donors or sponsors to MOV staff

18. Be willing to make connections or introductions between MOV and contacts in your own networks

19. Where possible, provide goods or services you are able to provide from personal or work sources either free or on a discounted basis to the MOV to save on expense