

Board of Directors Job Description and Expectations

VIBE Arts for Children and Youth is an award-winning charitable organization committed to providing children and youth in under-resourced communities with high-quality community and school-based arts education. We believe in the artistic agency of young people to innovate and build community. We work closely with individuals in under-resourced communities to innovate and build transferable skills through arts education programming.

Board of Directors Purpose: To fundraise, advise, govern, oversee policy and strategic direction, and to assist with the leadership and general promotion of VIBE Arts.

Key responsibilities:

- Organizational leadership, planning and strategy development
- Review, formulation, and oversight of policies and procedures
- Fiduciary/financial management, adoption, and oversight of the annual budget
- Hiring and supervision of the Executive Director
- Review of organizational and programmatic reports and evaluation
- Represent and champion the work of the organization
- Fundraising, including attending and promoting ArtsEffect

Length of term: Board terms are renewable at the end of each year at the Annual General Meeting in February. Absence from three consecutive meetings of the Board shall be considered resignation unless the Board considers that there are extenuating circumstances.

Meetings and time commitment:

- The Board of Directors meets 4 times per year at the VIBE offices or in space provided by members of the board
- Board committees are formed on an ad hoc basis and meet as needed depending on the committee
- The Executive Director occasionally emails requests for information/support – board members are expected to reply in a timely manner

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able
- Serve as an Officer or participate on a committee as needed
- Help communicate and promote VIBE Art's mission
- Participate in strategic planning processes to review purposes, programs, priorities, funding needs, and targets of achievement
- Ensure financial responsibility by approving the annual budget and overseeing adherence to it
- Understand and uphold the policies and procedures of VIBE Arts

- Financially support VIBE Arts in a manner commensurate with one's ability and actively support and promote fundraising efforts of the organization including attendance at ArtsEffect

Desired Skills and Experience:

VIBE Arts is committed to equity, diversity, and inclusion within our community and to building an organization that reflects the communities we serve. We recognize that not every board member will possess all of the following desired skills and experience, however, we strive to develop a board with diverse backgrounds. In addition to the skills listed below, we believe that the life experiences of BIPOC; Two-Spirit, Non-Binary, Trans, Lesbian, Gay, Bisexual and Queer people; disabled people; youth; and members of other equity-seeking groups brings a diversity of opinions and perspectives to the board at VIBE Arts.

- Familiarity with/strong interest in the work of VIBE Arts
- Experience on nonprofit boards an asset
- Knowledge of financial and fiduciary management
- Fund development and donor stewardship strategies and initiatives
- Experience developing organizational policies, strategic planning, and human resource management
- Experience in the youth sector
- Experience in the arts sector
- Background in IT
- Experience in risk management from a board governance perspective
- Background in legal
- Background in marketing
- Experience working in or with school boards
- Experience in one or more of Toronto's 22 Neighbourhood Improvement Areas
- Familiarity of issues facing children and youth in the GTA

Board of Directors Nominations Process

Principals

- The nominations committee is committed to a transparent board recruitment process
- The nominations committee will strive to nominate candidates that bring a broad range of skills and experiences to the Board
- The nominations committee recognizes that potential directors from equity-seeking groups bring a unique set of skills and experiences to the board and as such will make explicit on the call for board members that individuals from these groups should apply
- The nominations committee will ensure that a board composition matrix is completed and reviewed annually
- When actively pursuing new directors the nominations committee will strive to recruit members with who fill skills/experience gaps identified in the annual matrix
- When not actively recruiting the nominations committee will review applicants quarterly and keep on file candidates who may be eligible to fill future positions. This list should be maintained as a candidate bank
- When actively recruiting the nominations committee will review applicants monthly and invite candidates to interview on a case by case basis

Nominations Outreach Activities

When actively recruiting board members:

- Advertise our call for members on relevant volunteer websites and non-profit websites such as but not limited to Charity Village and Volunteer Toronto
- Share the call with arts-based organizations, foundations, and businesses in Toronto
- Share the call with all VIBE Arts listservs including volunteers, school board contacts etc
- Actively reach out to community boards, organizations or businesses based in the communities served by VIBE
- Members of the nominations committee and/or ED will attend networking events as schedules allow

When not actively recruiting board members

- No intentional recruitment, rather the job description and link to apply will remain active on the VIBE website

Application Process:

- Director job description is available on VIBE website
- Interested applicants can follow a link on the VIBE website and complete a short survey based on the board matrix and upload a brief letter of interest explaining their interest in the board
- When actively recruiting candidates the nominations committee will review applications monthly for suitability based on experience and skills which match VIBE's needs/gaps at the moment.

- When not actively recruiting directors the nominations committee will review applications quarterly and maintain an 'applicant bank' for future recruitment

- At least one member of the committee will book a telephone interview with the candidate. Interviews will include:
 - Provide the candidate with a copy of the director job description (at least 1 week prior to the interview)
 - Information about the board
 - Standardized questions for all board members
 - Candidate-specific questions
 - Opportunity for the candidate to ask questions
 - Explanation of the next steps

- The interviewer will take notes and share these with the nominations committee and the Board Chair
- If suitable the candidate will be invited to a second interview in person with the Board Chair
- If appropriate the nominations committee reserves the right to request references from the candidate
- After both interviews and through consultation with the Board Chair the nominations committee will put forth an offer to the candidate to bring their nomination to the full board at the AGM (February)