
Board of Directors

Job Description

Position: As a general rule, the board of directors governs, while staff manages the organization. The Board will support the work of Vancouver Poetry House and its programs—VanSlam, Youth Slam, WordPlay, Hullabaloo, Verses—providing mission-based leadership and strategic governance.

Board duties:

- Determine how best to promote the organization's mission, values and purpose with the goal of supporting the poetic community's growth and education
- Support and evaluate senior management positions, keeping mission and purpose in mind
- Ensure effective strategic and organizational planning, maintain policy and procedure manual, coordinate with the Arts Administrator
- Coordinate policies and procedures with by-laws
- Determine whether programs are consistent with its mission, monitor, long-term strategic planning
- Secure adequate financial resources to fulfill mission, fundraising
- Develop the organization's annual budget, ensure financial sustainability and fiduciary responsibility
- Define prerequisites for potential new board members, orient new members and evaluate performance
- Work with and support senior management staff as needed
- Annual evaluation of senior management staff
- Adhere to legal and ethical standards and norms
- Clearly define and articulate the organization's mission, accomplishments and goals to gain support from the community and enhance the organization's public image
- Act as trusted advisor to senior management staff as they implement strategic planning
- Representing VPH to stakeholders, acting as ambassadors for the organization
- Recruit other board members

As a general rule, the board of directors works as a group to make decisions using a model of consensus where possible, but where not, a simple majority vote.

Individual board member duties:

- Attend all board and committee meetings and functions such as special events
- Stay informed about the organization's mission, services, policies and programs
- Take regular part in VPH programs

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- Review agenda and supporting materials prior to board and committee meetings
 - Serve on committees or task forces and offer to take on special assignments
 - Make a personal financial contribution to the organization
 - Inform others about the organization
 - Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization
 - Keep up-to-date on developments in the organization's field
 - Follow conflict of interest and confidentiality policies
 - Refrain from making special requests of the staff
 - Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements
 - Attend the Annual General Meeting

Board terms/participation

The Board of Directors consists of at least 5 but not more than 11 directors. Board seats are open for election at each AGM (July). Directorship is a 2-year term. To ensure easy board transition, directorship terms are staggered so that no more than half of a board is new at any AGM.

Ideal candidates will have the following qualifications:

- Extensive relevant experience with significant leadership accomplishments in the nonprofit sector, arts administration, arts practice and facilitation, business, government, philanthropy, or diplomatic and mediation skills
- A commitment to and understanding of VPH's beneficiaries, preferably based on experience
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of VPH's beneficiaries

Service on VPH's Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.