

3.2 JOB DESCRIPTION: DIRECTOR

Job title: ASSEMBLY DIRECTOR

Reporting to: Board of Directors of the Assembly

GENERAL DESCRIPTION

The Director works with the Board in governing the Assembly's affairs through the development, approval and evaluation of policy. The Director may act on the Board's behalf given Board approval. Assembly Directors serve as public trustees, as liaisons to their regions, as cultural leaders in their communities, and as advocates in articulating the vital role the arts play in BC's wider community, establishing links between the arts community (including professional, amateur and not-for-profit organizations) museums, libraries, school boards, recreation commissions, municipalities and the public.

QUALIFICATIONS

- 1 Experience: Minimum two years' experience with an arts society in one of the following board functions:
 - a financial planning and fundraising
 - b personnel planning and administration
 - c program planning, implementation and evaluation
 - d advocacy and lobbying
- 2 Knowledge, Skills and Ability:
 - a An understanding of the cultural sector's issues and needs.
 - b Strong writing and communication skills.
 - c The ability to inform and motivate others.
- 3 Personal Suitability:
 - a Able to work cooperatively as part of a team
 - b Flexible, consensus building, innovative
 - c Strong service orientation
 - d Stress tolerant

SUMMARY OF RESPONSIBILITIES

- 1 To attend meetings of the Board of Directors and the Assembly's conference and annual general meeting.
- 2 To serve on a standing committee of the Board.
- 3 To work with other Assembly Directors and senior staff in development and evaluating policy for organization and to actively support the aims and objects of the Assembly as set out in existing policy.
- 4 To act as an advocate for the Assembly at the regional level and to serve as the Assembly's representative and contact in your region.
- 5 To present the interests and concerns of community and regional arts at the provincial forum; to ensure that reports on regional activities are submitted for inclusion in the provincial newsletter.

CODE OF ETHICS

- 1 Loyalty to the Board of Director is essential. Directors should never divulge deliberations or decisions made by the Board to any outside body or person before they are made known to the staff or public through agreed-upon channels of communication. It is an obligation of a Director to abide by and support such decisions rather than undermine them. Equally, Directors should not publicly criticize other Directors or staff.
- 2 The responsibility of an Assembly Director is to serve the interests of the community arts at the provincial level. Where there is conflict between the interests of the regional or community arts area represented by the Director and the interests of the Assembly, when the Director is performing his/her duties on behalf of the Assembly, the Assembly's interests shall prevail.

TIME COMMITMENT

A Director is required to attend all Board meetings and be part of assigned ongoing committee duties. A Director is also expected to attend the Annual General Meeting.

FINANCIAL CONSIDERATION

Travel, accommodation and per diem expenses incurred in attending Assembly meetings are reimbursed according to proscribed limits set out in Policy 1.3.

Communications expenses incurred in carrying out board and committee duties are reimbursed within guidelines in Travel & Expense Claim Policy 1.3.

ORIGINAL APPROVAL: February, 1990 BOARD MOTION # 91.5

RENEWAL: November, 1991 BOARD MOTION #91.38

REVISED: November, 2005, October 2007