

## Tett Centre for Creativity and Learning Board of Directors Position Posting (2026)

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### About Us

Tett Centre for Creativity & Learning (TCCL) is a not-for-profit organization and vibrant community arts hub located in Kingston, Ontario. Governed by an independent, community-based Board of Directors, the Tett operates the City-owned J.K. Tett Centre as an accessible, multi-use facility that supports artistic creation, learning, and cultural exchange across the region.

### Mission

To make space for arts exploration, artistic development and creative incubation in Kingston. We do this through a welcoming community hub that brings together spaces, people, ideas and tools that support creativity and learning experiences.

Within its broader mission, the Tett is mandated (and funded in part) by the City of Kingston to operate the City-owned J.K. Tett Centre as an accessible multi-use arts centre that supports cultural vitality throughout the region.

### Position Summary

Tett Centre for Creativity & Learning is seeking engaged, community-minded individuals to join its Board of Directors. As a volunteer governance board, the strength of the Tett Board comes from the diverse skills, perspectives, and lived experiences of its members. At this time, we are especially interested in candidates with expertise in **accounting and finance, human resources, and business** to help strengthen the Board's capacity in these areas.

Directors play a critical role in providing strategic oversight, ensuring accountability, and supporting the long-term sustainability of the organization. We are looking for individuals who are committed to active participation and meaningful engagement in board and committee work.

### What You Bring

We are seeking individuals who bring:

- Professional experience in one or more of the following areas: accounting/finance, human resources, business leadership, governance, legal, fundraising, or community engagement
- A commitment to the arts, culture, and community development
- Strong critical thinking and decision-making skills
- Willingness to contribute time, energy, and expertise to board work
- Ability to work collaboratively and respectfully within a diverse team
- Understanding of governance roles (or willingness to learn)

- Integrity, sound judgment, and a commitment to acting in the best interests of the organization
- Previous governance board experience an asset

### **Board and Director Roles and Responsibilities**

The Tett is governed by a volunteer governance board, meaning Directors focus on strategic oversight and accountability rather than day-to-day operations. Key responsibilities include:

- Providing strategic direction and oversight, including participation in strategic, long-term and annual planning
- Ensuring programs and activities align with the Tett's mission and mandate
- Exercising financial oversight, including reviewing budgets, financial statements, and risk management practices
- Contributing to policy development and governance practices
- Upholding legal and fiduciary duties, including the duty of care and duty of loyalty
- Supporting and evaluating organizational leadership
- Participating actively in board meetings, committees, and working groups
- Acting as ambassadors for the Tett and supporting its reputation and community relationships
- Contributing to a skilled, diverse, and engaged board composition

Directors are expected to come prepared, engage in discussion, ask thoughtful questions, and contribute to informed decision-making.

### **Length of Term**

Directors serve a three-year term, with the opportunity for one additional consecutive term (maximum of six years total).

### **Meetings and Time Commitment**

Board members are expected to:

- Attend three full Board meetings per year, held in person at the Tett Centre (approximately 1.5 hours each), plus one annual full-day Board retreat
- Attend the Annual General Meeting (AGM) in June at City Hall (approximately 30 minutes; attendance is encouraged but not mandatory)
- Serve on at least one committee, with committees meeting quarterly (typically virtual meetings of 1 to 1.5 hours)
- Prepare for meetings by reviewing materials in advance and contributing to discussions

### **How to Apply**

If you are interested in contributing your skills and experience to support the Tett Centre for Creativity & Learning, we would love to hear from you. Please submit a current resume and a brief letter of interest outlining your experience and interest in joining the Board to [director@tettcentre.org](mailto:director@tettcentre.org). Applications will be accepted on a rolling basis. We are committed to building a diverse and inclusive board that reflects the community we serve and encourage applications from individuals of all backgrounds, identities and lived experiences.