

# Tett Centre for Creativity and Learning

**Position Title:** Director of the TCCL Board

**Length of Term:** Three (3) years

**Reports to:** Entire Board of Directors

The Tett Centre for Creativity and Learning (TCCL) is a charitable, not-for-profit corporation with a mandate to serve as a publically-accessible arts hub for the Kingston community. The TCCL sustainably operates and activates the historical, waterfront J.K. Tett Centre which was completely renovated in 2014 by the City of Kingston.

The Board of Directors is legally and ethically responsible for the governance and management of the TCCL. To that end it:

1. Determines how the TCCL will carry out its mandate and oversees implementation of the TCCL Strategic Plan
2. Establishes policies for effective governance and management of the TCCL
3. Adopts an annual budget and provides fiscal oversight
4. Recruits, orients and develops board directors
5. Hires and evaluates the performance of the Facility Manager
6. Evaluates its own performance and the overall performance of the TCCL in achieving its mandate

The TCCL is in an exciting period of growth and development and is looking for new members of the Board of Directors with core board knowledge, skills and experience in the following areas:

- Enterprise Leadership
- the Arts Sector (as artist, leader, or community organizer)
- Board Governance
- Financial/Accounting, Human Resources and Legal industry sectors

## Responsibilities:

- Understand and promote the TCCL's mandate
- Be familiar with the organization's programs, policies, and operations
- Develop and maintain liaisons with the community at large
- Attend board meetings and appropriate committee meetings
- Actively serve on at least one committee and offer to take on special assignments
- Review agenda and supporting documents prior to meetings
- Keep current on opportunities, development and issues as they relate to the TCCL's services
- Adhere to the TCCL Director's Code of Conduct and Conflict of Interest Policy

## Time Demands (approximate):

- Attend and actively participate in at least 80% of monthly board meetings (11 meetings annually, typically 1.5 hours in length, commencing at 5:00 pm on the 2<sup>nd</sup> Wednesday of every month)

- Attend and actively participate in committee meetings and related work (2-6 hours per month as determined by the committee)
- Attend and actively participate in the annual general meeting (approx. 2 hours)
- Attend special events such as fundraisers (1 per year)
- Attend and actively participate in board orientation, board development activities and other meetings as may be convened by the Board Executive.

### **To Apply**

Request an Application package by emailing [board@tettcentre.org](mailto:board@tettcentre.org) , then complete and submit the Application Form to the Board Recruitment Committee c/o [board@tettcentre.org](mailto:board@tettcentre.org). Additional information about the TCCL can be found on the Tett website and in the information package which accompanies the Application Form.