



Franklin Carmichael Art Group  
34 Riverdale Drive Etobicoke, ON M9V 2T3  
416 740-6520 | fcag.art@gmail.com | www.fcag.ca

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## FRANKLIN CARMICHAEL ART GROUP BOARD OF DIRECTORS JOB DESCRIPTION

**Position:** Volunteer Board Director

**Part-time:** 5 hours/month

**Term:** 3 years (elected at the Annual General Meeting)

**Applications due:** January 20, 2019

**How to Apply:** contact Mary Smith, Chair of Nominations Committee: [fcag.art@gmail.com](mailto:fcag.art@gmail.com)

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### **About Franklin Carmichael Art Group**

Franklin Carmichael Art Group (FCAG) is a charitable arts organization, founded by the late Dr. Agnes Ann Curtin, whose mission is to provide art instruction and exhibition space for North Etobicoke communities. FCAG is a resident group of the Franklin Carmichael Art Centre, built by Dr. Curtin and deeded to the Township of Etobicoke for the purpose of art; providing arts opportunities at Franklin Carmichael Art Centre and nearby recreation centres, libraries, businesses and hubs.

### **Accountability**

The Board of Directors is collectively accountable for FCAG's performance in respect to its mandate and objectives. Directors are accountable to FCAG members, key stakeholders and the North Etobicoke community in general.

### **Authority**

Board Directors have no authority to act individually in the direction of staff and volunteers or to act as spokesperson for FCAG unless specifically given such authority by the Board.

### **Responsibilities**

Board Directors are responsible for the effective governance of FCAG by applying approved policies and procedures. Also, for ensuring that FCAG's mandate and objectives are carried out.

### **General Duties**

- Prepare for and attend board meetings on a regular basis
- Participate in annual and strategic planning for FCAG
- Monitor the performance of the organization in relation to FCAG's plans
- Review and amend FCAG's mandate and objectives
- Read and understand the financial statements and funding system
- Review, amend and approve by-laws and governing policies
- Participate in the recruitment of staff and new Board Directors
- Be a member of a least one working committee
- Attend events organized by FCAG on a regular basis



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### **Working Style**

- Work as a team member and support Board decisions
- Make available their knowledge and experience for the benefit of FCAG
- Demonstrate and encourage innovative thinking

### **Qualifications**

- Specific skill-set (finance, fundraising, management, community-building, etc...)
- Knowledge of the arts sector
- Commitment to FCAG's mandate
- Time (as required)
- Openness to learning