Franklin Carmichael Art Group
34 Riverdale Drive
Etobicoke, ON M9V 2T3
Tel: 416.740.6520

Position Title: Board Member - Volunteer (various positions)
Organization: Franklin Carmichael Art Group (FCAG)
Location: 34 Riverdale Drive Etobicoke, ON, M9V 2T3
Term of Service: 3 years, renewable once
Time Commitment: up to 15 hours/week

ORGANIZATION OVERVIEW

Founded by the late Dr. Ann Curtin, Franklin Carmichael Art Group (FCAG) is a charitable organization whose mission is to provide visual art opportunities in North Etobicoke.

FCAG serves the community by cultivating art appreciation and engagement by:
1. Providing classes, workshops and instruction in art and encouraging artistic talent.
2. Arranging art exhibitions, juried shows, establishing and granting prizes, awards and distinctions.

POSITION SUMMARY

As a volunteer run organization, our Board members are much more than advisors. Board Directors are actively involved in bringing plans to life—leading initiatives, engaging the community and ensuring FCAG's mission is realized in everything we do.

We are looking for passionate leaders to step into vital board roles this Fall. Positions include:

- President
- Secretary
- Director At Large

Duties of the Board of Directors

Directors are responsible for all business related to the day-to-day management and operation of the Corporation including, without limiting the generality of the following:

1. The establishment of policies and procedures
2. The supervision of the financial stability of the Corporation
3. All contractual obligations which have been authorized by the Corporation,
4. Ensuring that the objectives and management of the Corporation are properly carried out; and the management of the Corporation's affairs.
5. Admission of members to the Corporation.
6. Attend monthly or quarterly board meetings and actively participate in shaping organizational goals.
7. Fiduciary Oversight: Review annual budgets, financial statements, and audit reports.
8. Committee Participation: Serve on at least one board committee (e.g., Fundraising, Governance, Finance).
9. Advocacy & Support: Act as an ambassador for the organization in the community and assist with resource development or fundraising.

<u>Responsibilities of the President</u>

1. The president shall, when present, preside at all meetings with the Board and members.
2. The president shall supervise the affairs and operations of the Corporation, sign all documents, except committee reports, requiring signature according to the Corporation's Act, and have the powers and duties from time to time prescribed by the Board or incident to the office.
3. The president shall also act as a liaison with staff and volunteer committees.

<u>Responsibilities of the Secretary</u>

The Secretary is responsible for giving notice of all meetings of the Board and members and shall perform such other duties relative to the office as prescribed by the Board including:

1. Recording the minutes and reports and attending to correspondence pertaining to FCAG business;
2. Providing safe custody of the minutes of all meetings and supervising the safe keeping of the Corporate Seal, the letters patent. All books, papers, records, and correspondence belonging to FCAG;
3. Co-signing with the President, all by-laws, resolutions, Policies, Contracts and agreements of FCAG.

Responsibilities of a Director at Large

1. Active member and representative of the Board of Directors;
2. Supports and/or participation in special events, programs, and initiatives specified by the Board of Directors;
3. Undertakes special one-time projects or ongoing projects with the approval of the Board of Directors;
4. Fulfils other general Board duties as required.

QUALIFICATIONS

1. Commitment to FCAG mission, vision, and values.
2. Able to commit the needed time to the position.
3. Ability to build strong relationships with members, volunteers and the Board.
4. Tech-savvy with access to a personal computer.
5. Experience in specialized fields like technology, law, operations, or non-profits is a strong advantage.
6. Prior board experience is an asset, but not required (we welcome first-time board members).
7. Strong communication and collaborative teamwork skills.

Additional Skills and Experience: Experience or knowledge in areas such as IT and website management, digital platforms, people resources, volunteer and member management, marketing and communications, partnerships and fundraising, sponsorship, community outreach, historic building facilities and operations, arts administration, cultural management, nonprofit and charitable organizations, or municipal services would be an asset.

Please submit a brief statement of interest or resume to The Franklin Board of Directors at fcag.art@gmail.com by Friday, October 23, 2026.