



Suite 305, 370 King Street W., Kingston, Ontario, Canada, K7L 2X4
Tel: (613) 548-4883 <http://www.modernfuel.org>

CALL FOR BOARD DIRECTORS

POSITION(S): Treasurer and Board Directors

START DATE: Ongoing

TYPE: Volunteer/Non-remunerated

DETAILS: Approx. 5-10 hours per month, 2-year term

LOCATION: Kingston, Ontario

APPLICATION DEADLINE: Ongoing until positions are filled

ABOUT MODERN FUEL ARTIST-RUN CENTRE

Established in 1977 as the Kingston Artists' Association Inc. Modern Fuel Artist-Run Centre is a nonprofit organization facilitating the presentation, interpretation, and production of contemporary visual, time-based, and interdisciplinary arts. Modern Fuel aims to meet emerging and mid-career artists' professional development needs, from diverse cultural communities, through exhibitions, discussion, and mentorship opportunities. Modern Fuel supports innovation and experimentation. We are committed to the education of interested publics and bringing contemporary Canadian art to diverse communities.

Our core staff, led by the Executive Director, are supported by a working Board of Directors. Together, we are a small, but extremely creative team who act to further the development of the artistic landscape in Kingston and beyond. We seek to centre collective care, inclusivity, equity, diversity and accessibility in all that we do to act as an agitator for change in the arts.

RESPONSIBILITIES OF THE BOARD

The Modern Fuel Board of Directors is a working Board. Board members are to attend monthly meetings, sit on at least two Board committees, attend Modern Fuel events, and serve a two-year term. Ideal candidates will help develop and implement strategies that will generate revenue, attract new supporters, expand our community connections, and build the artist-run centre's profile in the Kingston community and across the country. Commitments of each Board member include:

- 5-10 hours of work per month
- Attend monthly Board meetings, committee meetings, Modern Fuel events, the Annual General Meetings, and other related meetings/events as needed
- Participate in special fundraising initiatives, including Community Spirit Bingo volunteer shifts occurring each month
- Participate in the development of the mission, vision and goals of the organization
- Maintain effective partnerships and communication with the community, the organization's members, and stakeholders
- Maintain a fiduciary responsibility towards the organization, including fundraising, managing income, and approving and monitoring annual budgets
- Ensure transparency in all communication to members, stakeholders and the public

- Contribute towards the development of policies and procedures in support of the organization's activities and mandate
- Annually evaluate the organization's work in relation to the strategic plan
- Evaluate the work of the Board of Directors, ensuring continuous renewal of the Board, and plan for the succession and diversity of the Board
- Learning about other Board members and building a collegial working relationship that contributes to working within a consensus model
- Provide hands-on support for the planning and execution of events, as required

Responsibilities specific to the Treasurer

The Treasurer is in charge of the care and custody of the funds and other assets of the organization, and is responsible for:

- Maintaining complete and accurate records of the accounts and all financial transactions.
- Reporting to each regular meeting of the Board, and to the Annual General Meeting on the organization's financial status.
- Providing all required financial reports and returns to the appropriate provincial and federal ministries.
- Acting as one of the signing officers for cheques and other documents, such as contracts and grant applications.
- Ensuring a budget is presented to the board prior to the beginning of the fiscal year.

Board members are volunteers and therefore cannot be financially compensated for their work or exhibit at Modern Fuel while on the Board.

DESIRED SKILLS

- Preferred experience includes: board governance, legal studies, financial management, human resources, fundraising/sponsorship, and marketing. Experience in grant writing, art writing, education, bartending, social media, graphic design, events management are considered an asset.
- Self-identification as an artist is considered an asset
- Knowledge of the Arts and/or Canadian Arts Organizations is considered an asset
- Excellent teamwork, communication, and time management skills
- Ability to work remotely

HOW TO APPLY

Interested candidates are requested to submit a:

- a statement of interest
- a resume

Please combine all files into a single PDF and email to mfarcbodpres@modernfuel.org with the subject line "MF Board Director Application".

Equity Seeking Communities

Modern Fuel is committed to equity and diversity in all aspects of its operations. We welcome applications from all qualified individuals and strongly encourage equity-seeking communities, including women, racialized and Indigenous persons, persons with disabilities, and persons who identify in the LGBTQ2S+ community and others who reflect the diversity of Canadian society. Applicants must be legally able to work in Canada.

Accommodations

Accommodations can be provided upon request for all stages of the application process. Please email mfarcbodpres@modernfuel.org with your required accommodations.

Additional Information

While we appreciate all those who apply, we will only be contacting those under consideration for interviews.

Information collected will be handled in accordance with the Freedom of Information and Protection of Privacy Act.

Modern Fuel is situated in Kingston on the shores of Lake Ontario on the traditional territories of the Haudenosaunee and Anishnaabe peoples. Modern Fuel recognizes Indigenous peoples as the past, present and future caretakers of this land and are grateful to be able to live, work and play on this land as uninvited guests. The Kingston Indigenous community continues to reflect the area's Anishinaabek and Haudenosaunee roots. There is also a significant Métis community as well as First Peoples from other Nations across Turtle Island present here today. Modern Fuel is committed to honouring and upholding Indigenous sovereignty and self-determination. Furthermore, Modern Fuel acknowledges the historical oppression of lands, languages and cultures of the original Peoples in what we now know as Canada, and we deeply believe that the arts and arts organizations like ours can contribute to the healing and decolonizing journey that we all share together.

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