



APT613 IS SEEKING A NEW BOARD MEMBER - TREASURER

Position Title: Board Member, Treasurer

Position Type: Volunteer 3-6 hours/month

Position Start Date: May 2018

Apartment613 Community Initiatives (Apt613) is an incorporated not-for-profit organizations based in Ottawa. Our main activity is apt613.ca, an award winning blog dedicated to uncovering the best of Ottawa's arts and culture.

We are looking for someone with financial oversight expertise and understanding of the not-for-profit world to fill the role of Treasurer on the board.

Since incorporating, we've expanded to include a sister site, Sous-Sol 819, radio shows, and an educational initiative called 613U. We also like to get out in the community by organizing events and talks.

We have a small part-time staff and all of our writers, photographers and producers contribute their time and talents for free to help spread the word about all the great events happening in our city.

Board members provide strategic leadership and direction to confirm Apt613's mission. They approve the strategic plan, oversee and evaluate the plan's success, assure financial health, provide fundraising leadership and enhance the organization's public image. Members will serve as ambassadors for Apt613, creating opportunities and nurturing relations in support of its strategic objectives.

In general, the following would also be beneficial in a Board candidate:

- Prior experience on a non-profit Board or other related governance experience
- Familiarity with the Ottawa-Gatineau local arts community
- Readiness to support fundraising for Apt613 with ideas, contacts and experience
- Experience in reviewing financial statements and budget forecasts
- Strong communication and networking skills and success in working within a diverse team

- Effective e-communication and readiness to read and digest a substantial volume of documentation

Responsibilities:

- Attend regular board meetings, AGM
- Stay informed about the organization and community
- Assist the board in carrying out its fiduciary responsibilities such as reviewing the organization's annual financial statements
- Represent the organization at functions

Benefits:

- Contributing to the sustainability and growth of Ottawa's most popular arts and local blog
- Meeting and collaborating with others who are interested in arts and Ottawa culture
- Networking within the community and across industries
- Developing / practicing skills such as, leadership and strategic planning skills; teamwork; written and verbal communication skills; independent research skills, etc.

Commitment:

- This is a 2 year position with an average time commitment of 3-6 hours/month
- Board members are expected to attend regular meetings, which last on average 2 hours
- Board members are re-elected at the AGM

Application:

We encourage a diverse range of applicants. Our goal is to ensure representation of a variety of communities. Minimum age for board members is 18.

Interested candidates please send an email explaining why you'd make a great board treasurer to François Levesque, Board Chair at francois.levesque@gmail.com by end of day Friday, April 27, 2018.

Thank you in advance to all those interested. Selected candidates will be contacted by the Board.