



Join Apt613's Board of Directors!

[Apartment613](#), an incorporated not-for-profit, is seeking dedicated volunteers to join our Board of Directors and help shape our organization's future. As part of a team of up to 11 directors, you'll guide strategy, support operations, and ensure Apt613 thrives in 2025 and beyond.

The role of the Board

Collectively, the Board is responsible for performing the functions listed below. Our aim is to maintain a board of individuals from the community with a diversity of skills and experience that complement one another to enable the Board to effectively fulfill its overall role. We don't expect each board member to be an expert in all of the areas below, but having strengths in more than one area would be very beneficial to a small organization such as ours.

1. Strategy, Planning, and Sustainability

- Develop strategic directions to advance the organization's mission, maintain relevance, and adapt to evolving community needs.
- Create and implement strategies for attracting, retaining, and effectively utilizing resources (financial, human, infrastructure, and social capital).
- Establish revenue-generating initiatives to secure the organization's financial needs and support key roles, including the Executive Director and Managing Editors.

2. Administration

- Design the organization's governance framework, continuously measuring its performance and adapting the design to changing circumstances.
- Ensure the organization is adhering to all its relevant laws, regulations and other compliance commitments, including meeting its accountability requirements.
- Safeguard the organization's assets (e.g. people, financial, property, data, reputation) as tools to advance the organization's purpose.

3. Culture, Community, and Partnerships

- Lead and model an organizational culture based on shared values, ethical standards, and behaviors.
- Engage internal and external stakeholders—including the community, board members, and partners—to fulfill the organization's mission.
- Provide the organization with key stakeholder relationships, such as journalism schools, arts organizations, and government officials.

4. Editorial and Artistic Oversight

- Provide strategic direction on content creation to ensure alignment with Apt613's artistic, editorial and cultural mandate.



Board priorities for 2025

- Execute a plan for organizational sustainability, including:
 - a clear revenue generation strategy
 - streamlined operations and administration
 - strengthened partnerships
- Fulfill governance requirements to ensure legal and financial accountability during the transition to a sustainable model.

Skills and experience we're seeking

1. Secretary: Leader with strong organizational skills to keep the Board organized and on track.
2. Treasurer: Leader with experience in financial management/administration (such as a professional accountant) to perform the role of treasurer.
3. Board members to support key strategic areas:
 - a. Revenue Generation: Leader(s) with experience in revenue generation and/or fundraising (e.g. obtaining and allocating grants, grassroots fundraising, marketing, or sales, etc).
 - b. Content/Editorial/Artistic Direction: Leader(s) with background in writing (fiction, non-fiction, journalism, etc) to provide creative direction and guidance.
 - c. Community and Partnerships: Leader(s) with links to key stakeholders and communities, and/or partnership building skills.

Other desirable skills include non-profit experience within the cultural domain, legal expertise, or familiarity and/or previous experience with Apt613.

At Apt613, we are committed to building a diverse team of staff, volunteers and board members that reflects our community and fosters equity and inclusion. We strongly encourage applications from individuals of all backgrounds, including those from underrepresented groups.

Time commitment

- ~20 hours/year for quarterly meetings (meeting frequency and time commitment will increase temporarily in 2025).
- 2–8 hours/month for projects or committees (varies by role).
 - The Secretary and Treasurer will have more consistent/predictable time commitments.
 - Work related to revenue generation and community and partnerships will have commitments that fluctuate based on the initiatives that are in progress at any given time.
 - All roles may require extra time initially as new initiatives take shape. We deeply value our voluntary board contributions and aim to offer flexibility in supporting board priorities and initiatives.

Interested?

Send your CV and a brief note about your skills, experience and what you hope to contribute as a board member to chair@apt613.ca by **December 21**. New board members will be installed in early 2025. Join us in driving Apt613's mission forward!