

## Board Member Role Description

The Calgary Performing Arts Festival (CPAF) is a Canadian registered charity that has been inspiring and supporting talented and aspiring young performance artists for 90 years.

Since 1931, CPAF has been integral to Calgary's arts, music & culture community. It is committed to celebrating young aspiring performers of all skill levels. And although it's held in our beautiful city, our participants have come from across Alberta to Take The Stage and Be Heard.

We pride ourselves on offering our young artists invaluable self-development and growth opportunities through our unique three-week adjudicated performing arts festival.

Calgary Performing Arts Festival is looking for a committed board member to serve on our organization's governing body. The board member's responsibilities include advising on strategic plans, participating in evaluations, and monitoring its financial affairs. You should also prepare for board meetings, attend them regularly, and actively participate in them.

To be successful as a board member, you should have significant professional leadership experience and strong diplomatic skills. An outstanding board member will be passionately committed to the organization's mission.

### Board Member Responsibilities:

- Knowing the organization's mission, programs, policies, and needs.
- Preparing for meetings by reviewing the agenda and supporting documentation.
- Regularly attending board meetings and participating actively and conscientiously.
- Keeping up with issues and trends that affect the organization.
- Participating in the evaluation of business operations and executives.
- Approving audit reports, budgets, and business decisions.
- Contributing to the development of policies and strategic plans.
- Understanding the organization's financial affairs and ensuring fiduciary responsibilities are met.
- Ensuring the organization complies with legal requirements.
- Maintaining confidentiality on all internal organizational affairs.

### Board Member Requirements:

- Proven track record in an executive leadership role.
- Previous board experience preferred.
- Knowledge of the organization and the relevant industry.
- Time availability for board duties.
- Strong diplomatic and interpersonal skills.
- Previous experience in fundraising a strong asset
- Passion for the arts