

# THE JAMES BLACK GALLERY

**CALL FOR BOARD MEMBERS 2024-2026**

**Due January 15th, 2024**

A volunteer board of directors governs the policies and actions of the James Black Gallery (JBG). All board members are automatically considered JBG members in good standing. Board members are expected to contribute 5-8 volunteer hours per month, depending on committee or executive roles. Board members are not currently compensated for their board duties.

Board and working meetings are usually conducted in-person or via video conferencing service on at least a bi-weekly basis, and board members may volunteer additional time sitting on committees, fundraising, attending gallery openings, and events as representatives of The James Black Gallery.

We prioritize Black, Indigenous, people of color, queer, trans, and neurodivergent applicants. Additionally, we strive to have at least one studiomate collective member and representatives from our community at-large. We recognize our settler colonial legacy, and are committed to the continual work of unlearning and dismantling these systems of oppression.

Our board is composed of members with a range of personal and professional experience. Rather than seeking specific knowledge, we are looking for folks who are committed to supporting the JBG's mission and are able to participate in a meaningful way. In return, we hope we can offer a space to learn and grow.

We are seeking a chairperson, vice-chairperson, treasurer, secretary, and members-at large roles. While some of these roles are currently being fulfilled by active JBG board members, the JBG is open to changing roles, should the right personnel with the right skills and interest come along.

**To Apply Please Submit A Letter Of Interest and Applicable Experience or CV to:**

[thejamesblackgallery@gmail.com](mailto:thejamesblackgallery@gmail.com)

**Term starts early March 2024-2026**

## About The James Black Gallery

<https://www.thejamesblack.gallery/>

The James Black Gallery is a queer-led artist-run centre operating in Mount Pleasant area of Vancouver, BC located on the stolen, unceded, ancestral, and traditional territories of the x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), Skwxwu7mesh (Squamish), and səlilwətaʔt (Tseil-Waututh) Nations. It is located in a blue house from 1889 without heritage status and a converted motel room across the street. Our main building hosted group living from the 1950s onwards, boarded up in 2007, hosted an art collective from 2007-2014, and shifted to the JBG by the end of 2014. The JBG has been operating collectively since December 2014, but formalized as a nonprofit in 2018. The last resident moved out in 2022, but many past residents are still a part of the space in different ways.

The JBG previously was entirely volunteer-led, but currently has three part time staff members: fractional executive director (Zandi Dandizette), studio manager (Diana Lupieri), and project space Pressure Point coordinator (Maliv Khondaker). We currently have 26 studiomates with a ceramics studio, general visual arts spaces, gallery, and shop across the street.

The JBG presents exhibitions, workshops, provides studiospace, facilitates artwork sales, and hosts interdisciplinary events. We have a pod residency program that runs each year and activates the space. As well as has active partnerships with Queer Arts Festival and Hammock Residency.

### **MANDATE\***

The JBG is a queer-led arts and culture hub dedicated to supporting multidisciplinary emerging and early career artists.

### **MISSION\***

As a queer-led arts and culture hub, the JBG remains responsive to the ever shifting needs of our community by amplifying the voices of emerging and early career artists, providing space for experimental multidisciplinary art practices, and nurturing community connection.

**Vision:** Our vision is of a vibrant, inclusive, and experimental arts sector in Vancouver.

**Values:** Equity, Community, Experimental, Passion, Emergent Strategies

\* draft to be voted in at the upcoming Annual General Meeting

## **Current Board Approach & Strategic Priorities**

In October 2023, we held a JBG (board + staff) visioning and planning session, which included discussing our current approach and strategic priorities moving forward. Some of the key initiatives that emerged from this session included:

- Transitioning from the 'start-up/growth' stage to the 'maintain/sustain' stage as an organization, which will focus around creating structure and building effective roles and responsibilities.
- Building a sustainable governance board (rather than a working board) that operates efficiently and harnesses each members' skillset.
- Developing a community-focused working group, with the goal of supporting the JBG's progress towards being as reflective, aligned, inclusive, and responsive as possible to the communities that we serve.
- Completing a needs assessment of the JBG to identify impacts and critical path items to support our studiomates and greater community, as our physical space is old, requires significant maintenance, is not accessible, and will not be able to sustainably or safely support our operations in the relatively near future.

We are currently holding board meetings once a week, which has supported progress, cohesion, and collaboration, and has reduced virtual communication, redundancy, and lack of engagement. We plan to continue meeting once per week (virtually) and working towards a once per month in-person meeting, to build board connection and rapport with new board members, as well as with staff and studiomates, who are also invited to and included in key working meetings.

We do not have any active committees at this time, but would like to consider reinstating or creating new committees in the future, such as: finance, infrastructure, governance, grants, and engagement.

We recognize our settler colonial legacy, and are committed to the continual work of unlearning and dismantling systems of oppression in how we analyze our current structure and approach.

## **General Board Roles and Responsibilities**

- Be prepared to contribute their time. In addition, board members should willingly contribute their expertise (e.g. marketing, lobbying, accounting, legal, etc) or volunteer at events to further the aims of the organization.
- Attend regular board meetings and the Annual General Meeting in person or video conferencing service; read the necessary documents ahead of time; and be prepared to discuss the issues at hand.
- If a board member misses more than 3 meetings in a year they will forfeit their directorship (apart from reasonable emergency or medical situations). For ongoing situations, members can request a leave of absence.
- Recruit, hire, and monitor the work of the executive director. The executive director is employed by the board and, as such, is required to implement policy. It is not the job of the board to engage in the management of day-to-day operations.
- Advocate on behalf of the organization. Board members must be prepared to promote the views of the organization in order to secure funding, legislation, and other support for the organization. This requires an informed board member.
- Ensure compliance with regulations and accrediting bodies.
- Approve the annual budget.
- Individual agendas must be subordinate to the aims of the organization. Board members will be required to comply with the Conflict of Interest policy.
- Provide input into the strategic plan and monitor the organization's progress towards achieving established goals.
- Help recruit new JBG members and Board members.
  
- Each member of the board of directors will keep an accurate accounting of duties and records of yearly activities. These records will be forwarded to the incoming board of directors successor in an orderly fashion at the March board of directors meeting.

**The following are the descriptions for each board position:**

### **Chairperson**

- Ensures that the board fulfills its responsibilities and that matters are handled properly
- Helps guide and mediate board actions with respect to organizational priorities and governance concerns
- Ensures individual board members understand their roles and are able to fulfill the associated expectations
- Acts as a liaison between staff and board when necessary
- Addresses member concerns
- Chairs board meetings

- Participates in selection of staff
- Monitors financial planning and financial reports
- Represents the organization to the media, government bodies, non-profit associations, and the general public
- Acts as a signing officer to countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of organization
- Provides leadership in fundraising initiatives in collaboration with the executive director
- Networks with other non-profit organizations and develop working relationships
- The outgoing chairperson is responsible for supporting the onboarding of the incoming chairperson

### **Vice Chairperson**

- Reports to and works closely with the chairperson to assist with their duties
- Performs other duties as assigned by the chairperson
- Acts as the chairperson in their absence

### **Treasurer**

- Oversees accounting and financial planning of the JBG's operations
- Acts as the primary signer of issued cheques or if agreed upon by the board, assigns this duty to another board member
- Presents the annual budget to the board for approval and works with the executive director
- Reviews financial statements provided by the JBG's accountant alongside the Executive director and signs final statements for approval by the board

### **Secretary**

- Acts as a custodian of records in accordance with the BC Societies Act, including founding/legal documents (eg. letters patent, articles of incorporation), lists of directors, board and committee meeting minutes, financial reports, and other official records
- Ensures that records are maintained in an orderly fashion, including maintaining the Google Drive folder structure and access to key historical documents
- Ensures accurate board and working meeting minutes and prepares their approval
- Supports in filing the JBG's annual report and any other filings in alignment with requirements of the BC Societies Act
- Provides notice of board and working meetings
- Provide meeting agenda for board and working meetings in advance
- Shares minutes with members in a timely manner after each meeting
- Is sufficiently familiar with legal documents (articles, by-laws, etc.) and is able to note applicability during meetings
- Issues notices of board and working meetings, as well as Annual General Meeting (AGM)

**Past-Chairperson**

- Acts in an advisory role to the board chairperson for the period of one year

**Members-at-Large**

- Please see the General Board Roles and responsibilities of the board. This is anyone who is not dedicated to an executive role.