



Call for Applicants: Board of Directors

The Bytown Museum, Ottawa's Community Museum in the heart of the city, is seeking qualified candidates to serve on its Board of Directors in the Spring of 2024.

Why join?

The Bytown Museum is a vibrant, progressive, and award-winning museum that explores the stories and values of an evolving city and its residents from its First Peoples through the early days as Bytown to present day Ottawa. A registered charity and not-for-profit organization, the Bytown Museum is proud to have served its community for 106 years.

Guided by a new five-year strategic plan and grounded in our core values of innovation, purpose, and community, the Bytown Museum is committed to creating a welcoming and inclusive museum experience that reflects the diverse and dynamic community it represents.

Joining the Bytown Museum is an excellent opportunity to work with a professional and dedicated team of staff and volunteers who are excited to build on the museum's recent successes. Your voice will help shape the next phase of both renewal and sustainability at the Bytown Museum, securing our museum and its collection for future generations to enjoy.

What are we looking for?

In addition to core competencies such as previous board experience and strategic planning, we are seeking candidates with following skill sets:

- Human Resources
- Accounting & Finance
- Governance
- Legal
- Fundraising

Candidates must be at least 18 years of age, be available to participate in the bimonthly Board meetings (2 hours in length; 6 times per year), AGM, and join one Board Committee.

Board members serve two-year terms, for a maximum of four years.

How to apply?

Please send a resume or CV and cover letter (approx. 500 words) outlining your skills and interest as they relate to advancing the museum's mandate by email to:

director@bytownmuseum.ca

The deadline for applications is **Sunday, February 18th at 5pm.**

The Bytown Museum is committed to dismantling systemic barriers to employment for marginalised groups, creating an equitable recruitment process, and building an inclusive experience for all, regardless of race, ethnicity, colour, religion, sex, disability, gender identity and expression, sexual orientation, or socio-economic background. Please reach out to director@bytownmuseum.ca with any accommodation or support needs during the recruitment process.

About the Bytown Museum & Board of Directors

The Bytown Museum is governed by a volunteer Board of Directors, comprised of community leaders, history-buffs, champions of culture, and local heroes who love this city.

Board members participate in committee work in at least one (1) of the seven (7) Bytown Museum Board Committees: the Executive Committee, Finance Committee, HR and Policy Committee, Governance and Strategic Planning Committee, Fundraising Committee, Acquisition Committee, and Advocacy Committee.

The Board's core function is to provides governance and oversight and monitoring of:

- Strategic plan and organizational performance
- Annual operating budgets and results
- Strategic risk management
- Act as a sounding board and support the Executive Director

Board members will be required to:

- Be members in good standing of the Bytown Museum, when nominated
- Attend and participate in onboarding (1 day), annual governance training, governance review, and professional development opportunities whenever possible
- Comprehend and adhere to the policies, principles, and procedures of the organization
- Work as part of a healthy, high functioning, and respectful team of volunteers and staff
- Commit to effective communication practices including thoughtful, respectful dialogue and discussion, active listening skills, and timely responses
- Read and understand financial statements in preparation of decision making
- Demonstrate high ethical standards and personal integrity
- Remain free of conflict-of-interest to the best of one's ability, or in the event a conflict should arise, declare and recuse oneself of authority in the event



- Understand the responsibilities and accountability of the Board as outlined in the law and by-laws of the Board, prioritizing organizational health and long-term sustainability
- Provide good governance and support, counsel, and advocate for the museum
- Be aware of risk in not-for-profit organizations and prioritize risk management and risk mitigation into planning and decision making
- When possible, make a personal financial contribution as determined by the Fundraising Policy, establishing credibility and commitment if seeking contributions from others
- Engage in Big Picture thinking, ask relevant and probing questions at the strategic level, challenge management's assumptions when needed, and differentiate between governance and management's responsibilities

For more information:

Please see the museum's website: www.bytownmuseum.ca

