



Forum Art Centre is a community art centre that has been active in Winnipeg for over 60 years! Established to provide educational and cultural enrichment as a non-credit art school dedicated to making art education more accessible. With a small team of staff and a heavy workload, the volunteer Board of Directors are an integral part of Forum Art Centre.

## Call for Board Secretary

### Forum Art Centre Board of Directors

Forum Art Centre is seeking a committed and organized individual to serve as **Secretary on our Board of Directors**.

This volunteer leadership position plays a vital role in supporting the governance, accountability, and smooth operation of our registered charitable organization. The Secretary works closely with the Board Chair, Executive Director, Treasurer, and board members to ensure meetings, records, and governance processes are managed effectively.

### About the Role

The Secretary serves as the custodian of the organization's official records and is responsible for supporting board and membership meetings throughout the year. The position requires strong organizational skills, attention to detail, and an interest in supporting community arts through effective governance.

**Estimated commitment:** Approximately **20 hours per month**, including board meetings, preparation of agendas and minutes, record management, and participation in board committees as required.

### Key Responsibilities

#### Meeting Administration

- Prepare and distribute board meeting agendas and supporting documents.
- Send notices for board meetings and the Annual General Meeting (AGM).
- Ensure quorum requirements are met.
- Coordinate meeting logistics and documentation.

#### Recording Minutes

- Attend board and membership meetings and take accurate minutes.

- Record motions, decisions, votes, action items, and key discussion points.
- Prepare and distribute draft minutes within 2–3 days following meetings.
- Maintain approved minutes as part of the organization's official records.

## **Records Management**

Maintain and organize official organizational records, including:

- Bylaws
- Policies
- Code of Conduct
- Board member lists
- Committee reports
- Meeting agendas and minutes
- Board fiscal calendar
- Governance and historical documents

The Secretary ensures records are archived properly and remain accessible to future boards.

## **Governance and Compliance**

- Support compliance with organizational bylaws and governance policies.
- Track board member terms and elections.
- Monitor annual filing requirements and governance deadlines.
- Assist the board in maintaining strong governance practices.

## **Annual General Meeting (AGM)**

The Secretary coordinates documentation and administration for the AGM, including:

- Preparing AGM notices and agenda packages.
- Assisting with board elections and resolutions.
- Recording AGM proceedings and member questions.
- Preparing and publishing AGM minutes.
- Coordinating reports from the Board Chair, Executive Director, and Treasurer.

## **Ideal Qualifications**

We encourage applicants who have experience in any of the following:

- Meeting administration and minute-taking
- Charity or Nonprofit leadership or board governance
- Records management or administration
- Project coordination
- Writing and document preparation

The ideal candidate will be:

- Highly organized and detail-oriented
- Comfortable working with Word, PDF documents, email, and shared cloud storage systems
- Able to manage deadlines and follow established processes

- Interested in supporting arts and culture in our community
- Collaborative and comfortable working with volunteers

\*Previous experience being on the board of a registered charity is an asset but is not required.

## Why Join the Forum Art Centre Board?

Serving as Secretary offers an opportunity to:

- Contribute to the growth and sustainability of a respected community arts organization
- Gain nonprofit governance and leadership experience
- Work alongside artists, cultural leaders, and community advocates
- Help strengthen the arts ecosystem in our region

## How to Apply

Interested individuals are invited to submit a brief statement of interest outlining their background, relevant experience, and why they would like to serve as Secretary on the Forum Art Centre Board.

Questions and applications can be sent to: **Forumartinstitute2022@gmail.com**

Applications will be accepted until **July 17th, 2026**

**EQUITY STATEMENT** Forum Art Centre endeavors to create a community arts space where all folks interested in engaging with visual arts feel safe and welcome to pursue their artistic journey. We are committed to providing diverse approaches to art instruction and encourage qualified applicants from 2SLGBTQ+, Indigenous, Visible Minority and/or Disabled backgrounds and/or Women to apply for positions.

Accommodations for those with disabilities are available upon request and addressed confidentially. Forum Art Centre will make reasonable efforts to identify, remove, and prevent barriers to participation for students, staff, contract instructors, board members, volunteers and visitors.

**LAND ACKNOWLEDGMENT** Forum Art Centre is in Treaty 1 territory, the traditional and ancestral lands of the Anishinaabe, Ininiwak, Anishininiwak, Dakota, and Dene peoples, and the homeland of the Red River Métis. We are committed to learning and engaging in reconciliation and decolonization.