

BOARD OF DIRECTORS

∞ | ARTS OTTAWA

Arts Ottawa is inviting nominations for new members to join its Board of Directors. This is a fiduciary governance role focused on stewardship, accountability, and long-term sustainability, not a program advisory or community consultation role.

As Arts Ottawa continues to build and refine an innovative, community-rooted governance model, we are seeking Board members who can provide institutional stability, financial and legal oversight, and systems-level leadership while working in relationship with our Community Advisory Members (CAMs) and Core Leadership Circles (CLCs) and the Arts Ottawa staff.

ABOUT THE BOARD'S ROLE

The Arts Ottawa Board of Directors holds legal and fiduciary responsibility for the organization and acts as steward of its mission, assets, and public trust.

Board responsibilities include:

- Fiduciary oversight of finances, risk, and organizational sustainability
- Approval of budgets and policies
- Oversight of strategic direction alignment with organization capacity
- Ensuring legal and regulatory compliance, including under the Ontario Not-for-Profit Corporations Act (ONCA)
- Oversight and support of senior staff leadership
- Acting as ambassadors for Arts Ottawa's mission and public accountability. While many programs and events are complimentary for board members, we encourage board members to purchase tickets for Arts Ottawa's fundraising activities.
- Becoming a member of Arts Ottawa

This role does not involve:

- Program design or delivery
- Human Resources or Team Management
- Award, Articipate Grant other project adjudication
- Oversight of community consultation or co-creation activities

Community voice, lived experience, and program innovation are led through Community Advisory Members (CAMs) and Core Leadership Circles (CLCs). Individuals primarily interested in shaping programs, policy ideas, or community engagement are encouraged to explore those pathways instead.

PRIORITY SKILLS SOUGHT (2026-2029 RECRUITMENT CYCLE)

For this recruitment cycle, Arts Ottawa is prioritizing candidates with demonstrated experience in one or more of the following areas:

- Policy, corporate, or municipal advocacy
(e.g. government relations, public policy, service agreements, civic positioning)
- Real estate and development
(e.g. cultural spaces, land trusts, ownership models, long-term space planning)
- Investment and financial planning
(e.g. managing endowed or gifted funds, investment vehicles, financial sustainability)
- Fundraising, philanthropy, donor stewardship
(e.g. donor strategy, institutional partnerships, public funding ecosystems)

You do not need to be an artist or arts worker to apply. Applicants from outside the arts sector (including finance, law, policy, real estate, and civic leadership) are strongly encouraged. Candidates that have engaged with the co-creation of Arts Ottawa in 2024/25, or have an interest, curiosity or understanding of our community-led governance model are highly encouraged to identify as such.

TIME COMMITMENT

Board service is designed to be meaningful, focused, and manageable.

Expected commitment includes:

- 4–6 Board meetings per year (bi-monthly)
- Preparation and review of materials in advance of meetings
- Participation in occasional working groups or committees, as required
- Attendance at the Annual General Meeting (AGM)
- Attendance at public events hosted by Arts Ottawa

Estimated total time commitment is approximately 40–60 hours per year, with less engagement over the summer months. Meetings may be virtual; however, in-person engagement is preferred.

Board members who wish to contribute additional time to deeper strategic or action-oriented work may opt into separate leadership or action-lab opportunities within Arts Ottawa's governance ecosystem. Some of those roles include compensation and are outlined on our website.

EQUITY, LANGUAGE, AND REPRESENTATION

Bilingualism in English and French is an asset, and additional languages are welcomed. While Arts Ottawa supports multilingual participation across its programs, Board materials and meetings are primarily conducted in English. Board members must be able to participate fully in English-language governance discussions.

All Board members receive governance onboarding and support to ensure clarity of role, shared expectations, and effective participation.

NOMINATION & SELECTION PROCESS

Process and timeline:

- Applications close on March 16, 2026
- Shortlisted candidates will be invited to virtual interviews held April 1st to 8th, 2026
- Candidates should be available for one 45–60 minute interview during this period, and a potential second interview of 30–45 minutes the week of April 8th to 15th
- Final nominees will be confirmed internally by late April 2026
- All applicants will be notified of the outcome following completion of the second interview process.

In accordance with Arts Ottawa's bylaws and the Ontario Not-for-Profit Corporations Act, final Board nominees will be presented to the membership for confirmation at the Annual General Meeting (AGM) on May 27, 2026. Attendance at the AGM is mandatory for election of new members.

Applications are reviewed by a mixed selection panel including current Board members and Community Advisory Members (CAMs). Members of this panel will also participate in the interview process.

Applicants must be a member of Arts Ottawa in good standing to apply.

TERM OF SERVICE

Board members whose nominations are confirmed at the AGM will begin their three-year term immediately following the meeting. Terms are staggered to support continuity and renewal.

HOW TO APPLY

Access and complete the online application form here:

[ARTS OTTAWA - BOARD OF DIRECTORS APPLICATION](#)

Applications must be submitted by March 16 at 12:00 noon EST.

For questions about the application, Board service, or Arts Ottawa's governance model, please contact: info@artsottawa.ca.

