

# CITYSTUDIO

POSITION DESCRIPTION	
CITYSTUDIO BOARD MEMBER	
Current as of	October 2021
Reports to	The CityStudio Board
Term	Up to 3 consecutive 2-year terms
Salary	This is a volunteer position
PURPOSE AND NATURE OF THE POSITION	
<p>CityStudio is an innovation hub that brings together city staff, post-secondary students, faculty, and community to co-create experimental projects to make cities more sustainable, liveable, joyful and inclusive. It has been operating as a Canadian charity since 2017 with the purpose to advance education by:</p> <ul style="list-style-type: none"><li>- Coordinating and facilitating academic collaboration with municipal governments in Canada</li><li>- Designing and delivering community-based experiential courses and programs for secondary and post-secondary students in Canada</li><li>- Delivering workshops, conferences, symposia and training programs for municipal staff, elected representatives and other interested persons in Canada</li><li>- Conducting, facilitating and supporting research into municipal issues and experiential learning methodologies, and making the results publicly available.</li></ul> <p>We do this work under two strategic pillars: 1) the CityStudio Global licensing service and 2) the local CityStudio Vancouver Program.</p> <p>Our licensing service is a one-stop-shop for municipalities and academic institutions to work together for innovation and civic benefit. Under this program, CityStudio licenses cities across Canada and around the world to operate their own innovative programs under the CityStudio name and includes access to our trademark, training and network membership through a shared platform. There are currently 15 CityStudio - 12 in Canada, two in Australia, and one in Norway. Since 2011, 586 city staff in 15 cities have worked on 1900 projects with over 11,000 students, contributing over 232,000 hours of public sector innovation to these cities. CityStudio Global is celebrating its fifth anniversary this year.</p> <p>CityStudio Vancouver is the lead member of our growing CityStudio Global Network, celebrating its 10th anniversary in 2022. Vancouver works with 4 local post secondary schools and the City of Vancouver.</p> <p>Our board is a strategic oversight governing body that uses a consensus decision-making process to move the organization forward and support management. The board membership ranges from 3 to 11 members and one ex-officio from the City of Vancouver. Staff leadership attends board meetings.</p>	

CityStudio Vancouver is committed to justice, diversity and inclusion, which strengthens our ability to achieve our mission. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply. We will make every effort to accommodate needs and requests.

#### **BOARD RESPONSIBILITIES**

- Determining the mission and purposes of the organization
- Selecting and evaluating the performance of the Executive Director
- Strategic and organizational planning
- Ensuring strong fiduciary oversight and financial management
- Approving the budget and financial reports
- Fundraising and resource development
- Approving and monitoring the organization's programs and services
- Enhancing the organization's public image
- Assessing its own performance as the governing body of the organization
- Developing policy recommendations in HR, financial procedures, fundraising and other areas
- Reviewing and monitoring risk management every 3 years
- Fostering relationships for partnerships and resources for CityStudio within the wider community

#### **INDIVIDUAL MEMBER RESPONSIBILITIES**

- To act in the best interests of the organization at all times, even at the expense of their own self-interest
- Regularly attend and participate in board meetings
- Know the organization's mission, policies, programs, and needs
- Prepare for meetings and review the agenda and supporting documentation
- Develop and approve the strategic plan with board members
- Faithfully and critically read and understand the organization's financial statements
- Remain current with issues and trends that affect the organization
- Serve as active advocates and ambassadors for the organization, engaging and identifying financial resources, partnership and advocates necessary for the organization to advance its mission
- Participate in committees as needed
- Follow the organization's bylaws, policies, and board resolutions
- Stand for election and serve an executive position such as Chair, Vice-Chair, Treasurer or Secretary
- Sign a conflict-of-interest disclosure and update it during the term if necessary
- Disclose potential conflicts before meetings and actual conflicts during meetings
- Maintain confidentiality about all internal matters of the organization
- Approve audit/financial review reports and budgets
- Understand the organization's financial affairs and ensure fiduciary responsibilities are met
- Ensure the organization complies with legal requirements for charities
- Take an active interest in the governance process and procedures of the board
- Participation in fundraising for the organization as needed
- Active participation in the annual evaluation and planning efforts

### **WHO & WHAT WE ARE LOOKING FOR:**

- Candidates with an authentic curiosity for city building, higher education, and team collaboration
- Relevant professional experience, leadership and relationship skills
- Commitment to the organization's vision, mission and culture
- Previous board or collaborative leadership experience is an asset
- Knowledge of or experience with our organization and our relevant sectors
- Experience/expertise in any of the following areas is an asset:
  - Entrepreneurial/business
  - Governance
  - Legal
  - Equity, Diversity and Inclusion
- Sufficient time availability for board duties
- Experience accepting assignments and completing them thoroughly and on time
- Comfort and experience with consensus decision making
- Experience with relationship building that contributes to collegiality
- Equal parts self-starter, curious and collaborative
- Self-awareness is a practice
- Seeker and supporter of new ideas

### **SUPERVISION & COMMUNICATION**

- Board meetings are led by the Chair and Vice-Chair
- The board member performance will be evaluated with a 360 performance framework
- Board members receive board packages one week before meetings
- Board members communicate with staff through the Executive Director, or through designated committee structures

### **WORKING CONDITIONS**

- The CityStudio Board of Directors meets 6 times/year either at CityStudio, or as is the case currently, online.
- We have responded to COVID-19 with a comprehensive participate-from-home support and policy framework.

### **COMPENSATION**

This is a volunteer position