



HAMILTON ARTISTS INC.

## Application for Board Membership

As an artist-run centre, **Hamilton Artists Inc.** empowers artists of all career levels to take risks with their contemporary visual arts practices and present their work in a critical context. Our exhibitions, publications, and special projects offer education and mentorship, facilitate regional and national dialogue, and encourage collaboration, conversation, and critical inquiry. Our programs are free and open to everyone.

The Inc. is dedicated to upholding professional standards for artists and pays CARFAC fees for exhibitions and activities presented in and through our main exhibition space. As a member-driven organization, we provide our more than 300 members with an accessible and inclusive forum to address the social and professional needs of artists through workshops, lectures and our dedicated members' gallery.

**History:** Founded in 1975 by a core group of area artists reacting to the lack of professional exhibition venues available, the original Hamilton Artists' Co-op was initiated as an arena for artists to exhibit artwork and meet with their peers to promote art production in the City of Hamilton. The gallery received operations funding in 1976 and received charitable status after its incorporation as an artist-run centre in 1979. The centre has been exhibiting emerging and mid-career artists both locally and from across Canada for over 45 years. In 1988, a curatorial committee was established to encourage regional research, curating and writing using the model of artist-as-curator. Building on this strategy, the current Programming Committee continues to initiate curatorial investigations, community partnerships and off-site projects. A concerted effort has also been made to commit resources to a continued publication programme and critical writing. Hamilton Artists Inc. continues to define a regional dialogue within a national and international context by presenting challenging contemporary artwork, stimulating critical dialogue and fostering local artist initiatives.

Hamilton Artists Inc. accepts applications for membership to its Board of Directors on an ongoing basis. This is a volunteer position holding a two-year term commitment. Applicants must be a minimum of 18 years of age. Preference will be given to artist and non-artist members of the arts community in Hamilton, and those with previous experience within artist-run environments.

Please note that only applicants selected for an interview will be contacted.

**Please email applications to:**

Hamilton Artists Inc., c/o Julie Dring, Executive Director: [executive@theinc.ca](mailto:executive@theinc.ca)

**Or via regular mail:**

P.O. Box 57125  
Jackson Station  
2 King Street West  
Hamilton, ON L8P 4W9

For questions please call 905-529-3355 or email [executive@theinc.ca](mailto:executive@theinc.ca)

**Hamilton Artists Inc. is currently looking for new Board Members to fill the following roles.**

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**Treasurer:** The Treasurer will assist the Executive Director in the preparation of budgets, in consultation with the Chair. Other duties include reviewing grant applications; supervising bookkeeping; presenting financial reports at monthly board meetings and our Annual General Meeting; and holding signing authority. The Treasurer may be asked to assist with the training of incoming Executive Directors on financial matters.

**Development Committee Chair:** The Development Committee Chair should have familiarity with development and fundraising, specifically within the City of Hamilton. The Development Committee Chair will lead the committee to generate income through sponsorships and giving programs that will help the Inc. realize operational, project and other building capital projects. The Development Committee Chair will work closely with the Executive Director to identify philanthropic friends and patrons in order to generate income that guarantees the Inc.'s financial stability.

**Communications and Membership Outreach Committee Chair:** The Communications and Membership Outreach Chair should have a strong familiarity with communication practices, social media, and graphic design skills. The Chair will lead the committee in connecting with Inc. members, other organizations and the community at large. They will work closely with the Communications and Outreach Coordinator on membership engagement, volunteer recruitment, managing and updating the website, and facilitating the design and implementation of information packages and communications tools for the Inc.



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## A) Personal Information

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

## B) Resume and Cover Letter

1. Please attach a resume highlighting your skills, history of volunteering, employment and educational background.
2. In a cover letter, please consider the following questions:
  - a. What do you hope to contribute to Hamilton Artists Inc.?
  - b. What do you hope to gain as a director on the Board of Hamilton Artists Inc.?

## C) Board Interest

A Board of Directors, whose backgrounds include diverse skills and interests, best serves the Hamilton Artists Inc., its members and the greater community. Please mark an X beside skills you would bring and areas of interest to you:

<input type="checkbox"/> Community outreach	<input type="checkbox"/> Administration/correspondence	<input type="checkbox"/> Volunteer coordination
<input type="checkbox"/> Financial management	<input type="checkbox"/> Human resources	<input type="checkbox"/> Board experience
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Governance	<input type="checkbox"/> Marketing
<input type="checkbox"/> Event planning	<input type="checkbox"/> Policy creation	<input type="checkbox"/> Grant writing
<input type="checkbox"/> Programming	<input type="checkbox"/> Strategic planning	<input type="checkbox"/> Other

## D) References: Please provide the name and contact information of two references.

1. Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Relationship: \_\_\_\_\_

## H) Signature

I recognize that being on the Board of Directors of Hamilton Artists Inc. is a volunteer position. I am also aware that the Hamilton Artists Inc. is an incorporated not-for-profit organization with public accountability. Please allow my name to stand for nomination to the Hamilton Artists Inc. Board of Directors.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_  
 Nominating Committee Chair Staff