



## About Ottawa Chamberfest

Chamberfest is a not-for-profit organization whose mission is to help change lives through music. It holds a summer festival, a fall/winter concert series and a wealth of community engagement and education programming. You can find more information on the Ottawa Chamber Music Society (OCMS) by visiting [www.chamberfest.com](http://www.chamberfest.com)

## Call for Board Director Nominations

The Ottawa Chamber Music Society (“Chamberfest”) is looking for four nominees to join its Board of Directors for 3-year renewable terms as of November 2024 and creating a list of interest for future years.

## Board Director Responsibilities

A board of up to 15 members play a pivotal role in the governance of the Ottawa Chamber Music Society (OCMS) by shaping its strategic direction and providing oversight of its overall management and operations, including its fundraising and investment activities.

### Key responsibilities include:

- **Strategic Oversight** - Board directors provide strategic guidance to the OCMS to ensure its activities align with the mission and evolving cultural and educational needs of the Ottawa community.
- **Financial Stewardship** – Board directors ensure the responsible management of the OCMS assets and financial resources. This includes overseeing budgeting, financial management, risk management and fundraising strategies.
- **Governance and Compliance** – Board Directors ensure that the OCMS adheres to legal and ethical standards, maintaining transparency and accountability in its operations.
- **Fundraising and Resource Development** – Board Directors play a key role in resource mobilization, leveraging their networks and influence to secure funding and other resources crucial to the operation of the OCMS.

## Board Director Nominee Essential Qualifications

- Knowledge and experience of governance practices in the private or not for profit sector.
- Experience with philanthropic giving and fundraising.

- Communications and marketing experience.
- Strong diplomatic and interpersonal skills.

### **Asset Qualifications**

- Representative of the diversity found in the Ottawa community and aligned with the principles of equity, diversity, and inclusion
- Strategic thinkers able to contribute to effective decision-making
- Willingness to advocate where appropriate to external networks and circles of influence.
- Ability to collaborate and work in partnership.
- Knowledge/appreciation of music
- Bilingual

### **Expectations of Board Nominees**

We are seeking individuals who are deeply committed to their board role and community. Key expectations include:

- **Time commitment** to attend board and committee meetings and involvement in strategic initiatives (the board meets monthly).
- **Integrity and Ethical Leadership** in upholding the highest standards of integrity and ethical standards.
- **Respect for Diversity and Inclusion** that promotes inclusiveness in all board activities.
- **Community Engagement** that engages various Ottawa stakeholders where appropriate.
- **Act as an ambassador** for the organisation and attend events as available

### **Application Submission**

Expressions of interest should be submitted to the Governance and Nominations Committee via e-mail to: [OCMSBoard@chamberfest.com](mailto:OCMSBoard@chamberfest.com). Please include a recent biography along with a cover letter outlining your interest and how you may contribute to the OCMS.