Job Description – CFAT Board of Directors

The general duties of CFAT Board members are found in the policy which states that Board members be familiar with the memorandum of Association and the By-laws of CFAT.

The Centre for Art Tapes Board is a working Board.

All Board members are expected to make the best possible effort to attend monthly meetings and prepare for those meetings having read the minutes, agenda, reports and any other related material prior to the meeting.

More specifically, Board of Directors are also required to meet the following responsibilities:

1. **LIAISE WITH THE COMMUNITY/MEMBERSHIP**
   a. Attend CFAT Programming Presentations and talk with the memberships.
   b. Be a member of the organization.
   c. Go to members’ exhibitions and congratulate them on behalf of CFAT.
   d. Attend CFAT events.

2. **JOIN A COMMITTEE** – optional

3. **ASSIST OFFICE STAFF**
   a. Write letters to members on behalf of the Board, edit letters, edit grant applications, and other duties as requested etc.

4. **REPRESENT AND PROMOTE CFAT**
   e. Recruit new members, keep apprised on CFAT policies and issues, and promote our programs and services.
   f. Represent CFAT in your community. Keep current about CFAT activities (newsletter). Visit the website and its different subsections frequently and occasionally drop by the Centre.

You should wholeheartedly believe in the importance and value of the CFAT to the community and you should be able to endorse the mandate and objectives of our organization without reservation.

Enjoy your time on the Board of Directors and seek opportunities to develop your own skills by agreeing to do tasks that will stretch your current levels of knowledge and skill. Volunteer for special committee projects to assist in association growth. And care about CFAT – sing its praises to everyone you meet and be proud of your role as a trustee of one of the most vital media arts organizations in Nova Scotia and Canada.