

THE VANCOUVER IMPROV CENTRE SOCIETY BOARD TREASURER POSITION

The Vancouver Improv Centre Society (The Improv Centre) on Granville Island is looking for a community-minded individual in Metro Vancouver to serve as Treasurer of our Board of Directors. As a non-profit organization and registered charity that supports community engagement through comedic improvisational theatre, we wish to expand the knowledge, diversity, experience, and perspectives that contribute to the development of an inclusive and thriving theatre community on Granville Island.

ABOUT THE IMPROV CENTRE

The Vancouver Improv Centre Society (The Improv Centre) is Vancouver's leading and best-known improv theatre company. The Improv Centre (TIC) was originally established 1981 as the Vancouver TheatreSports League. It was founded to promote, develop, maintain and present improvisational theatre productions and presentations to local and visiting audiences in Vancouver. The Improv Centre office and 186-seat theatre are located on Granville Island.

We value integrity; diversity and inclusivity; artistic excellence; safety; commitment to continuous development and evolution; collaboration, partnerships, engagement and outreach; acknowledgement and action; fun and play!

EXPECTATIONS OF THE BOARD

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- determining and supporting the mission and goals of the organization
- committing to diversity, inclusion and equity by modeling diversity and inclusion for the entire arts industry
- maintaining an inclusive environment with equitable treatment for all
- selecting and evaluating the performance of the managing director and artistic director • strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- enhancing the organization's public image
- assessing its own performance as the governing body of the organization

Each individual board member is expected to:

- know the organization's mission, policies, programs, and needs
- faithfully read and understand the organization's financial statements
- see diversity, inclusion, and equity as connected to our mission and critical to ensure the well-being of our staff and the arts communities we serve
- advocate for and support board-level thinking about how systemic inequities impact our organization's work, and how best to address that in a way that is consistent with our mission
- serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission
- contribute a meaningful personal financial donation
- prepare for, attend, and conscientiously participate in board meetings
- follow the organization's bylaws, policies, and board resolutions

- sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- maintain confidentiality about all internal matters of the organization

EXPECTATIONS OF THE TREASURER

As the board's financial representative, the Treasurer is expected to:

- oversee the organization's financial records, including books of account, as are necessary to comply with the Societies Act
- render financial statements or reports to the directors, members, and others when required, especially at fiscal year-end
- participate in the board's financial committee
- act as a consultant for the organization's financial matters
- ideally the Treasurer has accounting or bookkeeping experience

The Improv Centre is committed to building a skilled, diverse Board reflective of Canadian society. We hope to receive applications from candidates with a broad range of backgrounds including, but not limited to race, ethnicity, indigeneity, disability, gender, gender identification ability and sexual orientation. We are very interested in increasing diversity within our Board. A plurality of lived experiences and perspectives is important to us.

If you are interested in the Treasurer role, please email board@theimprovcentre.ca with a letter of introduction. Please describe what skills you would bring to the role and why this position is of interest.

Thank you for your consideration.

Sincerely,

Marlon Murr
Board President
The Vancouver Improv Centre Society