RESPONSIBILITIES OF THE BOARD OF DIRECTORS, THE EXECUTIVE DIRECTOR AND THE CHAIR OF THE BOARD

The Art Gallery of Northumberland is a non-profit charitable organization with Letter’s Patent and a charitable number. We issue tax-deductible receipts for donations, which means we must comply with government regulations. We are not a ‘friends of the gallery” or a “gallery foundation,” whose primary function is fundraising. We are a governing board and each member holds their position as a public trust, responsible for the care, maintenance and management of the permanent collection which is owned by the citizens of Canada, and for supporting programs developed by our staff that support publicize and teach art to the citizens of our community. Our challenge is to create policies and plans that will allow the gallery to survive and prosper. An important duty of the AGN board is fundraising but our primary responsibility is long term planning and policy development.

All boards have the responsibilities outlined in sections 1 and 2 of *Guidelines: Roles and Responsibilities of a Museum Board of Trustees*, namely they are legally responsible for the gallery’s resources, its collection and its activities. To fulfill these responsibilities the AGN board should:

* set policy
* hire and monitor the performance of the Executive Director,
* plan for the future,
* approve budgets, monitor finances, and arrange for audits,
* plan and participate in fundraising and
* advocate for the Art Gallery of Northumberland.

At the request of the Executive Director (ED) or if the gallery is functioning without an ED, the board may assume some of the day to day functions of the gallery

The Executive Director (ED) is responsible for the day-to-day operations of the gallery. Her duties include:

* managing the office,
* hiring staff whether paid or volunteer,
* corresponding and managing relations with government organizations and funding agencies,
* maintaining the day to day accounts and reporting to the treasurer,
* organizes and managing events and
* in general making all decisions on the day to day operations of the gallery.

These principles should apply;

* The executive director answers to the chair of the board. She would obviously work with other board members in committee, but she reports to the chair and takes direction from the chair.
* The executive director is in charge of all staff, whether paid or volunteer. They answer to her and take direction from her, not the board or an individual board member
* When a member of the board is working as a volunteer they are not acting as a member of the board meaning that they take direction from the executive director, exactly like any other volunteer
* The executive director is the conduit between the board and outside agencies, including municipal governments and Victoria Hall. If a board member perceives a problem they should contact the executive director and ask her to solve it
* The financial books are prepared by the office staff and approved by the treasurer who presents them to the Board.

Based on the document *Guidelines: Roles and responsibilities of a Museum Board of Trustees* which is approved by the Canadian Museums Association and The Canadian Art Museum Directors Association (CAMDA)