RESPONSIBILITIES OF THE BOARD OF DIRECTORS, THE EXECUTIVE DIRECTOR AND THE CHAIR OF THE BOARD OF THE ART GALLERY OF NORTHUMBERLAND (AGN)

The Art Gallery of Northumberland is a non-profit charitable organization with Letter’s Patent and a charitable number. The AGN issue tax-deductible receipts for donations, which means it must comply with government regulations. The Board of the AGN is not a ‘friends of the gallery” or a “gallery foundation,” whose primary function is fundraising. It is 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. It supports programs developed by our staff to support publicize and teach art to the citizens of our community. The Board's challenge is to create policies and plans that will allow the gallery to survive and prosper. An important duty of the Board is fundraising but the 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.

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. The duties include:

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

The Chair of the Board (CB) provides leadership for the Board. The duties include:

* ensuring that the Board adheres to its constitution, by-laws, policies and procedures.
* ensuring that the committees are completing their duties effectively.
* communicating regularly with the ED to discuss the business of the AGN and to plan next steps
* in consultation with the ED calling meetings and composing the Agenda.
* chairing all meetings of Members, of the Board and to the Executive Committee
* acting as the liaison between the ED and the Members of the Board
* assuring that the Board functions effectively and collegially

These principles should apply;

* The ED answers to the Chair of the Board. The ED works with all Board Members in committee, but reports to the CB and takes direction from the CB.
* The ED is in charge of all staff, whether paid or volunteer. Staff answer to the ED and take direction from the ED, 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 ED, exactly like any other volunteer
* The ED 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 ED who will solve the problem.
* 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) and on the constitution and by-laws of the AGN