

Board Director – Advocacy



15-25 hours / monthly
November 1, 2021 - October 31, 2023

BACKGROUND

ChatterBox Theatre Society has been dedicated to delivering a meaningful theatrical experience to young audiences through interaction and humour. We aim to teach children positive values and offer them support in all stages of their development. In addition, we strive to build a stronger community by encouraging public engagement and dialogue, while nurturing and promoting our local artists.

WHAT DO WE DO?

ChatterBox Theatre provides positive and interactive theatrical experiences for children in the community. Our purpose is not only to create unique and enjoyable productions, but also teach children concepts of feelings and how they influence the world around them.

Apart from the education and entertainment of our unique plays, we also offer support for the local artistic community by creating development opportunities for young performers. We also help connect the public with emerging artists, offering space for exhibitions and periodic events.

WHY SHOULD YOU VOLUNTEER FOR THIS OPPORTUNITY?

ChatterBox Theatre Society is a “grass roots” non-profit organization about to embark on a period of significant growth. We need your passion and expertise in shaping that for the future! Our volunteers are very committed and passionate, and help ensure successful outcomes of programs. Upon successful completion of the volunteer role or project, you can use us as a reference for your future roles. Volunteer hours may be used for maintaining your professional designation and/or program studies.

PURPOSE OF THE POSITION

The Board Director – Advocacy reports to the Board Chair and provides leadership to the Board in the areas of advocacy and government relations. This role is responsible for providing expertise in the areas of educating policy makers or local legislators, as well as keeping government officials or policy makers up to date on the latest community trends. This senior leadership role will also guide and coach others to ensure the organization meets its advocacy goals.

DUTIES AND RESPONSIBILITIES

- Attend and be prepared for Board meetings to discuss key issues, and provide strategic guidance and governance on advocacy and government relations topics to the Board of Directors.
- Interpret current and new trends coming from government parties that apply to the organization and explain them in clear terms to the Board and management.
- Design, implement, and teach advocacy strategies and approaches on behalf of the organization.
- Approve policy, contracts and other recommendations received from the Board of Directors.
- Approve annual budgets and audit reports, as set out for the organization, and monitor the finances to ensure it supports this budget.
- Engage in discussions around reports on the performance and budget of fundraising initiatives.
- Participate in the financial governance and fundraising initiatives within the organization.
- Strive to meet all legal and fiduciary responsibilities.
- Develop and approve the Terms of Reference of the Advocacy Committee, and ensure that committee members understand them.
- Contribute to the development of the organization’s reputation as a leading theatrical experience provider for children and the local artistic community in Calgary and area.
- Participate in fundraising or special events hosted by the organization or by others in the community who are supporting the organization.

SKILLS AND KNOWLEDGE

- Demonstrated leadership / advisory skills with leading and coaching teams, with specific experience in terms of advocacy and government relations.
- Excellent networking and communication skills to establish private and professional networks that recognize the benefits of investing in the organization and its mission.
- Excellent interpretation and communication skills to understand current and new government trends and translate these to members of the Board.

- Self-starter, who is motivated to stay abreast of new advocacy and government relations trends and persistent in researching clear and definitive answers for the organization.
- Strong work ethic and passionate commitment to advancing the mission of the organization.
- Ability to think strategically and govern accordingly.
- Ability to work independently while collaborating with other team members to achieve desired outcomes that support the mission of the organization.
- Friendly, professional demeanor and considered approachable by others.
- Ability to effectively communicate ideas, concepts, and opinions, while respecting others when they do the same.
- Strong organizational and process-driven skills, with an excellent follow-through.
- Strong project management skills with the ability to manage multiple projects concurrently.

QUALIFICATIONS

- 5 – 10 years' experience in the area of advocacy and/or government relations.
- Bachelor's degree or equivalent experience in Political Science, Public Relations, or Business.
- Experience working with non-profit organizations and/or similar role.
- Previous Board experience is considered an asset.
- Willingness to contribute financially to the organization through donations and comfortable asking others to do the same.
- Passionate interest in theatre and education of the fine arts in Calgary.
- Bringing a network of potential collaborators considered an asset.
- Legally entitled to volunteer in Canada, with the ability to meet volunteer screening requirements (e.g. criminal check, including a vulnerable sector verification).

ADDITIONAL DETAILS & SKILLS REQUIRED:

We encourage interested and qualified candidates to apply to this volunteer position as the Board Director - Advocacy. Please send a brief email explaining why this is an opportunity you are passionate about, as well as your resume and brief biography to contact@chatterboxtheatresociety.com. To learn more about ChatterBox Theatre Society, or to donate to our cause, please visit our website at www.chatterboxtheatresociety.com.

CERTIFICATION OR EDUCATION REQUIRED:

Bachelor's degree or equivalent experience in Political Science, Public Relations, or Business.