



## Rideau Canal Museum

### Volunteer Position Description

# RCM Board of Directors Member

#### **Purpose of the Role:**

- To guide, serve, direct the RCM and its goals and objectives
- To increase awareness of the RCM through projects and activities
- To represent the RCM
- To increase the awareness of the World Heritage Rideau Canal

#### **Location:**

- Meetings held at the RCM
- Projects, networking throughout the region

#### **Duties and Responsibilities**

- Sets long term goals, and develops action strategies
- Sets budgets
- Defines policies and monitors implementation
- Carries out evaluation processes on activities/projects
- Recruit new board members as needed

#### **Time Requirements:**

- 2-4 hours per month for meetings
- 2-4 hours per month for promotion, representation of RCM, events, etc.

#### **Skills and Qualifications Required**

- Interest in local cultural heritage as it pertains to the Rideau Canal
- Must have a vision for the Rideau Canal, the future of the RCM and the role it plays in the local economy and cultural significance
- Organizational and leadership skills
- Knowledge of canal design, history operations, museums an asset
- Must be able to take a broad range of information and make decisions for the betterment of the RCM

#### **Benefits:**

- Volunteer will improve/develop appreciation for canal and its significance, its history and features
- Board members will help ensure longevity and success of RCM



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- Volunteer will be part of the World Heritage Site promotion,
- Allows RCM to improve its community profile/niche in community
- Allows for education of the general public re: local cultural history
- Volunteer can share and expand skill set such as organizational, leadership, management, financial, and public relations

### **Orientation and Training**

Provided by the RCM Manager:

- Familiarization of the museum, policies, programs and procedures
- Tour of the museum and its facilities and exhibits
- Information provided on role and expectations of board members

### **Level of Screening Required**

- Application and Interest Form Completed
- Interview Completed (can be conducted by telephone)
- 2 personal reference/recommendation check completed
- Criminal Records Check may be required

### **Supervision**

- As part of the Board, members are expected to carry out their duties as defined by the Code of Ethics, and all applicable statutes pertaining to not for profit Boards

Date description developed:

March 2010

Date reviewed/revised: