



JOB DESCRIPTION
Member of the Board of Directors
Oshawa Historical Society

POSITION

Member of the Board of Directors
Oshawa Historical Society

REPORTS

Executive Director, Oshawa Museum

COMPENSATION

Volunteer

ABOUT THE OSHAWA HISTORICAL SOCIETY

The Oshawa Historical Society is a not-for-profit charitable institution, founded in 1957 and is an affiliate of the Ontario Historical Society. The purpose of the Oshawa Historical Society is to bring together those individuals interested in the diverse historical aspects of Oshawa and to research, record, retain, preserve, and present historical information pertaining to the Oshawa area.

The Society also operates the Oshawa Museum, which celebrates Oshawa’s history with engaging events, inspiring exhibits, and an immense collection of archival materials. Nestled on the shores of Lake Ontario in beautiful Lakeview Park, the Oshawa Museum tells the story of Oshawa from Indigenous inhabitants to present day.

The Oshawa Museum is situated on the traditional territory and treaty lands of the Mississaugas of Scugog Island First Nation. Our work on these lands acknowledges the signatory communities of the Williams Treaties, as well as the Mississauga Nation and other members of the broader Indigenous community, for their resilience, and their longstanding contributions to the area now known as the Durham region.

POSITION SUMMARY

The Oshawa Historical Society (managing the Oshawa Museum) is currently accepting applications for appointment to its Board of Directors. Each volunteer Board member will serve until the next Annual General Meeting, where they may be elected to the Board for the following year.

Description

DUTIES AND RESPONSIBILITIES

The Board will:

- Provide strategic leadership
- Manage resources effectively

- Set future goals
- Determine and monitor the OHS' programs and services
- Enhance the public image of the OHS

Board members are expected to:

- Understand and demonstrate a commitment to the organization's mission and programs
- Attend meetings on a regular basis
- Prepare for meetings by reading agendas, minutes, reports and other documentation required to actively participate in them
- Contribute skills and knowledge by participating actively in meetings and committee work
- Avoid any potential conflicts of interest
- Understand and maintain confidentiality
- Ensure the organization is complying with all legal and regulatory requirements
- Support Board decisions and policies outside of board meetings

The Oshawa Historical Society is responsible to Board members in the following ways:

- Monthly financial reports and an update of organizational activities will be sent to board members that allow them to meet their fiduciary duties as board members.
- Opportunities will be offered for board members to discuss with the executive director and the board president the organization's programs, goals, activities, and status; additionally, such opportunities can be requested.
- The OHS will keep board members informed about issues in the field and provide opportunities for professional development as a board member.
- Board members and staff will respond in a timely, straightforward manner to inquiries that are necessary to carry out fiscal, legal, and moral responsibilities to the OHS. Board members and staff will work in good faith with one another toward achievement of organizational goals.

PREFERRED SKILLS AND QUALIFICATIONS

- Knowledge or an interest in aspects of the history of Oshawa
- Post-secondary or work experience in a relevant field
 - o At this time, the Board of Directors is especially interested in recruiting members with working knowledge and education in the following areas: project management, fundraising, human resources.

WORKING CONDITIONS

The OHS Board of Directors meet approximately 4 times per year, and as required. Committees may also meet quarterly, or as needed. The Board and its committees meet in person, at the Oshawa Museum, and by teleconference.

The Board of Directors and its committees meet in the evening, between 6pm and 8pm, but as much consideration as possible is made for its members and their availability.

Board members may be asked to assist with Oshawa Historical Society events and initiatives.

The Oshawa Historical Society is committed to supporting a diverse environment and seeks candidates

from underrepresented communities. LGBTQ2S+, Indigenous, people of colour, people with a disability, and new Canadians are encouraged to apply.

Selected Apply Method for this Posting: Applicants will apply directly to you. Please include your application instructions and contact information in the box below.

TO APPLY:

Apply with a cover letter and C.V. Please enter the job title in the subject line, include your cover letter as the email body, and attach your C.V. in PDF format only. Other attachments will not be considered.

By email: OHSDirectors@gmail.com

The Oshawa Historical Society will retain all applications for this role for 1 year from the application deadline. We thank all applicants for their interest, but only those selected for an interview will be contacted.

APPLICATIONS DEADLINE: 4:00pm on May 27, 2024