



Board Chair (Volunteer) – Roedde House Preservation Society

The Roedde House Preservation Society is seeking a Chair starting Spring 2023. The Chair leads the Roedde House Preservation Society and Board in the operations and fulfilling the mandate of the Roedde House Museum.

The Roedde House Museum, in Vancouver's West End, is a late-Victorian Heritage house museum in the Queen Anne revival style. Built in 1893 for the family of Gustav Roedde, an early Vancouver bookbinder & printer, it has been faithfully restored to reflect the day-to-day life of a middle class, immigrant family at the turn of the last century. Since the Museum's official opening in May of 1990, the Roedde House Preservation Society has run Roedde House as a threefold facility:

- a museum with guided tours, including a school program,
- a venue for cultural events, music and other entertainment,
- a rental facility for small receptions and artistic projects.

The current board chair is stepping down after 7 years, however they will still be available throughout the transition and afterwards to continue supporting the organization. We want our new board chair to feel well supported and prepared to take on this role, so we will work together and collaborate. Our overall goal is to continue the mission of the Museum and continue the growth developed in the last few years.

Key Responsibilities;

- Prepares the monthly board meeting agenda collaboratively with the Board Executives (Vice-Chair(s), Treasurer, Secretary, Past President)
- Chairs the monthly board meeting
- Liaises with and provides operational direction to the Museum staff (2)
- General oversight of programming, exhibitions and collections to ensure alignment with cultural mandate
- Oversees the formation of Board Committees and the functions are carried out and results are reported to the Board.
- Guides the Board and staff in the fulfillment of the Society mandate and ensures the focus of the Board's attention is on strategically important issues and there is cohesion of direction and purpose
- Along with any other Board members and staff – participate in staff recruitment, retention strategies, and annual performance review facilitation
- Along with senior Board Directors and staff, deliver orientation of new Board Directors
- Plans board strategy sessions

Leadership:

- Provide mission clarity when considering decisions regarding the Museum
- Promote and advocate for the Museum
- Lead the Roedde House Preservation Society in a way that empowers and supports the staff in the management and running of the museum
- Attend and support events for fundraising and community building purposes

Administrative:

- Schedule, attend and chair Society Board of Director meetings (approximately one 2 hour meeting a month and extra Board or committee meetings as needed)
- Regulatory and banking signing authority
- Organize the annual general meeting in collaboration with the House Manager and Executive and chair the meeting

Qualifications:

- Experience in participating in a Board
- Demonstrated leadership or project management experience
- Clear communication skills with the ability to guide discussions towards decisions and clarity
- Able to problem-solve and manage conflict in a positive manner
- Enthusiastic about heritage, arts, and culture preservation and promotion

Estimated time commitment: 12-17 hours / month

Roedde House Preservation Society Mission, Vision, and Mandate:

Mission:

To celebrate the social history of Vancouver and to make this history accessible, now and for the future, through the operation and maintenance of the house. It is our aim to help preserve Vancouver's past, to encourage the preservation of our cultural history and to connect with the changing social fabric of Vancouver, thereby contributing to the building of our community.

Vision:

It is our heritage vision to preserve and commemorate the Museum as a key Vancouver heritage resource for generations to come. We are committed to programming which will continually build our audiences and bring to life the experiences and cultural context in which the Roedde family lived. In the preservation of the Museum and in the interpretation and programming we will constantly be improving and meeting the highest museological standards.

It is our community vision to connect with audiences and communities in new ways and thus connect the experiences of the past with current themes of societal change and the immigrant experience.

Our organisational and financial vision is to build a revenue base which is diversified and which can sustain at a minimum one full time staff or equivalent and a number of seasonal staff.

Mandate:

To maintain Roedde House in as close to its original condition as possible, to collect artefacts of Vancouver at the turn of the twentieth century and to offer hands-on interactive and guided experiences of the house and artefacts to Vancouver visitors and residents.