



## Director, Toronto Railway Museum

### About the Opportunity

The Toronto Railway Historical Association (TRHA) is currently seeking volunteer Directors to join the Board of Directors. The TRHA is an independent not-for-profit charity that operates the Toronto Railway Museum in the John Street Roundhouse National Historic Site. Located in Roundhouse Park, across from the CN Tower, the museum includes an interpretive gallery, train simulator, mini train rides, a gift shop, and a dozen rail cars displayed throughout the site.

### Responsibilities and Duties:

- Support the Association's mission, purposes, goals, policies, as outlined in the TRHA bylaws.
- Ensure that the Board of Directors meets all of its governance requirements as employer, charity, and business.
- As a member of the board of the TRHA, participate in the hiring and oversight of the Executive Director of the Toronto Railway Museum.
- Participate in committees and/or working groups of the Board as requested by the Chair.
- Attend Museum activities and events whenever possible.
- Participate in the development and financial stability of the organization through fundraising and community engagement.
- Provide oversight of the TRHA's strategy and mission through an annual review of the strategic plan and Board policies.
- Oversee an annual budget development process and review the institution's finances quarterly.
- Participate in developing the organization's 5-year plan, culminating in the 100th anniversary of the John Street Roundhouse in 2029.
- Serve as an ambassador for the organization with members, donors, and community partners.
- Ensure that conflict of interest issues and other conflicts or disputes are observed according to the by-laws.

### Time Commitment

- Directors serve two year, renewable terms.
- The Board of Directors holds two hour meetings monthly at the John Street Roundhouse and online via Zoom.
- Directors are asked to participate in committees and advisory groups depending on their background and experience. These meetings are generally held via Zoom during business hours.

- The Toronto Railway Museum has special events throughout the year including Doors Open Toronto, exhibition openings, volunteer recognition events, and special members-only experiences. Board members are encouraged to attend.

## **How to Apply**

To apply, send a C.V. and letter of interest to [hr@trha.ca](mailto:hr@trha.ca) by October 15, 2024.

All interested candidates are encouraged to apply. We welcome representation that reflects the diversity of Toronto including applications from individuals who identify as Indigenous, Black, persons of colour, persons with disabilities, and persons of any sexual orientation or gender identity. Previous experience on a non-profit board is an asset but not required. The museum gallery is accessible and free parking is available onsite during board meetings.

## **About the Museum**

The Toronto Railway Museum opened in 2010 and is located in Roundhouse Park in the heart of Toronto Downtown West Entertainment District, across from the Rogers Centre, CN Tower and Ripley's Aquarium. The purpose of the museum is to share Toronto's railway experience and educate the public on the impact of rail-based transportation on the lives of Torontonians.

With more than 50,000 visitors annually, the Toronto Railway Museum is one of the most popular small museums in Ontario. A team of four full time and eight part time employees, led by the Executive Director, operates the museum year-round.

The TRHA Board of Directors consists of ten members. The Directors of the Board come from a broad array of backgrounds and have experience in many areas including history, accounting, marketing, education, teaching, communications, and law.

For more information visit [www.TorontoRailwayMuseum.com](http://www.TorontoRailwayMuseum.com) and [www.THRA.ca](http://www.THRA.ca).