

Edmonton Poetry Festival Society Board of Directors

Updated March 2025

Are you passionate about poetry, whether spoken, slam, or off the page? Are you interested in the intersectionality of poetry with other art forms and fostering a community through poetry? The Edmonton Poetry Festival Society (EPFS) is largely a board-driven organization! We rely on our Board of Directors to help drive the curation of the festival and year-round initiatives in consultation with the Executive Director. The time commitment can vary depending on the time of year, but on average this role involves a **2-5 hour time commitment per month**. Board members are particularly busy during the months of **March and April** (poetry festival time!)

Board members are responsible for:

- Attending monthly board meetings (1.5 hours long, usually online and occasionally in person with snacks!)
- Sitting on a minimum of one committee, for example: Communications, Membership, Finance, Programming, Policy & Governance
- Representing EPFS in a positive manner and promoting EPFS activities

We are looking for Board Members! If you are interested in joining our community, read about the vacant positions below and express your interest through [this form](#)!





Board Member Positions

President

- Lead board meetings, approve expenditures through the EPFS bank account, guide committee work, delegate responsibilities to the Board of Directors, and submit the EPFS Annual Society Return.
- Support the Executive Director and other contractors as needed.

Past President

- Support the Board of Directors where needed, providing knowledge from past festivals.

Vice President

- Support the President in their duties, approve expenditures in the absence of the President or Treasurer, support EPFS contractors, and assist with the delegation of board duties.

Treasurer

- Oversee the annual budget and expenditures, support the filing of financial reports, track invoices and receipts, manage the Society bank account, keep the Society's CRA account up-to-date, relay information to the EPFS accountant, and present year-end financial statements at the Annual General Meeting.
- Track donations through CanadaHelps and communicate new memberships to the Membership Coordinator.

Secretary

- Schedule EPFS board meetings, take meeting minutes, book meeting rooms (when required), organize and maintain the EPFS Google Drive, create and manage EPFS emails, and schedule meetings/events in the EPFS Google Calendar.



Membership Coordinator

- Maintain the list of active EPFS memberships, contact members when their membership is up for renewal, and promote membership through various channels.

Social Media Coordinator

- Collaborate with the Communications Committee to create content for Facebook, Instagram, LinkedIn, and BlueSky, respond or forward to messages and comments on EPFS social media, and maintain the EPFS LinkTree account.

Newsletter Coordinator

- Collaborate with the Communications Committee to develop the monthly newsletter through Constant Contact, delegate sections of the newsletter to the Board of Directors, and keep the newsletter subscriber list up-to-date in collaboration with the Membership Coordinator.

Board Member at Large

- Support committee work, promote EPFS through various avenues, assist with event planning and administrative tasks in collaboration with the Board of Directors and Executive Director.