



THE NATIONAL ASSOCIATION OF BAHAMIANS IN CANADA

ROLE DESCRIPTIONS FOR THE BOARD OF DIRECTORS

General Information

The National Association of Bahamians in Canada (NABC) is a not-for-profit community organization incorporated in Canada. NABC is a volunteer-based organization that hosts various events (including educational, social, and fundraising events) aimed at supporting the Bahamian diaspora in Canada and promoting Bahamian culture.

At present, the NABC does not have registered charitable status and as such, we are unable to give tax receipts for donations received, however we do support a number of charitable causes, especially around disaster support and relief for Bahamians in the Bahamas and in Canada.

NABC is run by a group of unpaid volunteer Directors who determine the policies and initiatives the organization will work on each year. There are also several informal special purpose sub-committees that work on execution of various tasks and events; however, the Board of Directors is ultimately responsible for all activities and initiatives.

The NABC Board of Directors is an administrative governing board, which means that Directors have oversight into programs and services being implemented as well as assisting or leading the implementation of those programs and initiatives.

Benefits

There are many benefits to being a director of the board of NABC, including but not limited to:

- Making a positive difference within the community.
- An opportunity to work with other Bahamians in supporting the diaspora in Canada.
- Development of various skills and exposure to Board governance and policy making.
- Opportunities for learning about topics of interest.

Requirements of all Directors

Requirements of all members of the Board of Directors include:

- Commitment to the work, mission, and objectives of the NABC.
- Knowledge and skills that will benefit the Board and members of the NABC.
- Must be in attendance at least 75% of board meetings or provide advance notice if unable to attend.
- Willingness to serve on committees and attendance at meetings of those committees.
- Attendance at AGMs and membership meetings.
- Support of and participation in events and fundraising activities.
- Paid membership with the organisation.



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- Limited financial support of the National Association of Bahamians in Canada.
- Ability to serve in the elected capacity for a **term of two years**.
- Visibility: Board members are highly visible. This includes, but is not limited to:
 - Speaking and attending events on behalf of NABC.
 - Traveling to selected events on behalf of NABC.
 - All directors' names and addresses are publicly available as a part of the annual return filed with the government of Canada.
- Time Commitment: Board members can expect to spend 4-8 hours of time per month in carrying out their duties, including attendance at board meetings. If serving on committees, there may be additional time required for a limited duration.

Term

Directors are elected by NABC members at an Annual General Meeting (AGM), or under special circumstances, by Board members at a Board meeting. Directors are elected for a two-year term. Directors may step down from their position before the end of their elected term by submitting a letter of resignation, giving NABC at least one month's notice and are expected to perform the duties of their role until their last day.

No Director shall exceed a term of three years in the same capacity, however they may serve in different capacities, provided they have moved into the new capacity as the result of an election by members at an AGM.

Individual Roles

President:

The President will serve as the Chief Executive Officer of the Association and shall have general and active management of the programs, affairs, and employees of the Association and shall see that all orders and resolutions of the Board are carried into effect. The President shall perform other duties and have such other authority and powers as the Board of Directors may from time to time prescribe. The President shall serve as the presiding officer at meetings of the membership, the Board, and the Executive Committee. The President and Director of Finance are jointly responsible for ensuring the regulatory filings of the Association are current and for timely response/resolution of inquiries from regulatory bodies.

Vice President:

The Vice President shall assist the President in the management of the programs, affairs and employees of the Association. In the absence of the President, the Vice President shall perform the duties of the President and shall have all the powers of and be subject to all restrictions upon the President. The Vice President shall perform such other duties and have such other powers as the Board of Directors may



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from time to time prescribe by resolution or as the Chair and President may together from time to time provide, subject to the powers and supervision of the Board of Directors.

Secretary:

The Secretary works with a designated staff person to keep an accurate record of the proceedings of all meetings of the Board of Directors and other business meetings of the Association, give or cause to be given all notices in accordance with the Bylaws, ensure the maintenance of the permanent records of the Association, and in general shall perform all duties customary to the office of Secretary.

Director of Finance:

The Director of Finance shall oversee the development and observation of the organization's financial policies; regularly inform the Board of key financial reports, events, trends, and concerns; provide financial leadership to the Board; chair the Finance committee and with it propose the annual budget and financial reports (at minimum, quarterly financial reports are to be provided at membership meetings and an annual financial report at Annual general meeting)

The President and Director of Finance are jointly responsible for ensuring the regulatory filings of the Association are current and for timely response/resolution of inquiries from regulatory bodies.

Director of Communications:

The Director of Communications will set and guide the strategy for all communications, website, social media, and public relations messages and collateral to consistently articulate the Association's mission and objectives. The Director of Communications will ensure that NABC is viewed as the primary source, disseminator, and conduit of information within this diverse network and constituent base. The Director of Communications will work closely with a peer group within the organization as the communications partner on a variety of strategic initiatives.

The Directors of Communications and Memberships are jointly responsible for ensuring that relevant and important information about the organization is distributed to the membership in a timely manner.

Director of Memberships:

The Director of Membership directs and oversees membership activities of the Association. The Director develops programs and initiatives designed to increase membership and updates and distributes information and membership reports to the board. The Director of Membership also tracks and follows up on collection of dues for the membership base.

The Directors of Communications and Memberships are jointly responsible for ensuring that relevant and important information about the organization is distributed to the membership in a timely manner.



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