



The New Brunswick Multicultural Council's (NBMC) Board of Directors is the governing body that oversees the vision, mission, strategic direction, and internal operations of the organization. The NBMC's Board members are elected for two-year terms. Board members hold overall fiscal and managerial oversight responsibility for the NBMC. They are responsible for making strategic decisions, delegating work and mandates to the Executive Director, and assuring decisions are carried out in the manner intended. Ultimately, Board members serve as ambassadors for the NBMC's vision and mission, inside and outside of organizational commitments. The Board, as part of its commitment to governance requirements, must work as an entity and act collectively in pursuing its governance's role.

#### **Board Member Role and Responsibilities:**

1. The Board sets the tone and purpose of the NBMC by establishing and upholding its vision, mission, and key strategic pillars. These items lay the foundation for the organization and all its activities, policies, and plans.
2. The Board is responsible for ensuring that the appropriate elements of governance are in place and working effectively.
3. Board members are responsible for setting the NBMC's strategic direction. The Board provides input into the organization's strategic plan and identification of key metrics. The Board approves the Strategic Plan and monitors its implementation on an ongoing basis, with the assistance of the Executive Director.
4. Support and provide input, as appropriate, to the President as it relates to the performance of the Executive Director. The Board should ensure that the Executive Director has the professional support needed to further the goals of the organization.
5. Ensure adequate financial resources for the organization to fulfill its mission and ensure the appropriate handling and reporting of all financial resources. The Board must also ensure that proper financial controls and accountability measures are in place.
6. Ensure legal and ethical integrity. The Board is ultimately responsible for adherence to legal standards and ethical norms.
7. Enhance the organization's public standing. The Board should clearly articulate the organization's vision, mission, pillars, accomplishments, and goals to key stakeholders to garner support for the organization. Participate and represent the Board and the NBMC, as required, at functions and special events.
8. Build a competent and diverse Board. All Boards have a responsibility to articulate prerequisites for candidates, orient new members to their roles and the requirements of the task at hand, and periodically and comprehensively evaluate its own performance.
9. Stay informed about Board matters, prepare for meetings, and review and comment on issues of importance.
10. Respond to requests for feedback or decisions between meetings in a timely manner.
11. Develop a policy and a mitigation strategy for risk management.
12. Keep up to date on developments in the Sector.
13. Follow the organization's Code of Conduct, declare any conflict of interest, and maintain confidentiality.
14. Responsible for ensuring the NPO meets all tax and financial reporting requirements. This can include paying sales, income, and payroll tax; filing government remittances, such as CPP and EI deductions; and filing quarterly and annual reports.
15. Promote the organization by becoming leaders and ambassadors of the NBMC.