Thank you for your interest in serving as a member of the Board of Directors of the New Brunswick Multicultural Council. Serving on the board is a rewarding experience and an opportunity for personal and professional growth. This fiduciary role will be crucial for the success of the NBMC and will contribute to change the landscape of our province.

Completing this form will help you understand the skills and time/resource commitments of this leadership position.

Board of Director Eligibility Criteria: Director candidates are advised that, to remain eligible for consideration as a Director candidate, the following criteria must be met by each applicant: Pursuant to NBMC’s General By-law 2022-1, Section 5, each Director shall be an individual who: i. is at least 19 years of age; ii. has not been found by a court in Canada or elsewhere to be mentally incompetent; iii. does not have the status of a bankrupt; and iv. is in full agreement with the governing documents of the Corporation. In addition to these By-law requirements, each Director shall provide a current criminal background check.

Board Member Responsibilities 1. Serves a minimum of one (1) two-year term on the Board. Eligible to serve a maximum of three (3) two-year terms if re-elected. 2. Attend Board meetings on a regular basis and be absent from no more than three (3) Board meetings each year unless for a valid reason. 3. Attend and actively participate while engaging in the decision-making process, where relevant, in Committee meetings. 4. Stay informed about Board and Committee matters, be prepared for meetings, and reviews and comments on minutes and reports. 5. Participate in the advancement, the continuous assessment and updating process of the strategic plan of the New Brunswick Multicultural Council. 6. Responsibilities as outlined in the Board of Director Role and Responsibilities document (attached).

Board Member Time Commitment: The Board meets a minimum of 8 times/year with each meeting lasting approximately 1.5 – 2 hours. While the majority of the meetings are virtual, the Annual General Meeting is typically an in-person meeting held on a Saturday. Board Committees meeting vary in frequency with the Executive Committee and the Finance Committee meetings held on a monthly basis. The Governance Committee and the Nominations Committee meet on an as needed basis. It is expected that Board Members review materials in advance of Board and Committee meetings so that they are prepared to actively participate during meetings.

Applications are used by the Board’s Nominations Committee to identify and evaluate potential board candidates. All new directors are elected by a majority vote of the members at the Corporation’s Annual General Meeting or at a Special Meeting of the Members.

**Please return completed application and copy of your current Curriculum Vitae to Maura McKinnon @** [**Maura.McKinnon@nbmc-cmnb.ca**](mailto:Maura.McKinnon@nbmc-cmnb.ca) **on or before 5 p.m. AST on February 3, 2023.**

**New Brunswick Multicultural Council**

**Board of Directors – Candidate Application**

NOTE: To be completed/signed by Candidate

Candidate Information

Name

Address

Contact Info

Phone

Email

Business/Work Information:

Title/Profession

Organization

Work Contact Info

Phone

Email

As NBMC is a provincial organization, it is important that our Board composition reflect the diversity of our province.

Please indicate which of the following applies to you

Urban

Rural

Anglophone

Francophone

Bilingual

Would you identify as

Immigrant

First Nations

Other

Prefer not to say

Gender

Female

Male

Other

Prefer not to Say

In 500 words or less, please share below why you are interested in joining the Board of NBMC.

|  |
| --- |
|  |

The Board of Directors seeks a complementary balance of knowledge, skills, and experience at a Governance Level. Please identify those areas in which you have basic or advanced competencies and areas you are interested in:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Basic | Advanced | Interested |
| Business Management – Experience managing the coordination and organization of business activities. |  |  |  |
| Immigration - Experience in / knowledge of immigration and multiculturalism in New Brunswick. Desire to be part of the advancement of the Sector in the Province of New Brunswick. |  |  |  |
| Education/Training - Experience working in education or training field. |  |  |  |
| Finance/Accounting - Experience / professional designation providing oversight of the reliability and integrity of the organization’s financial and business practices, and financial reporting. Possesses CPA or financial designation. |  |  |  |
| Governance - Experience monitoring and improving governance effectiveness, Board succession planning, determination of required Board competencies. |  |  |  |
| Human Resources Expertise - Experience with deep knowledge of CEO and senior leadership competencies as well as depth and breadth in all other facets of human capital management. |  |  |  |
| Government/Political Acumen/Advocacy - Experience as Senior Executive or Board Member with deep knowledge of public policy, legislation, as well as strong relationships with key government decision makers and key industry stakeholders. |  |  |  |
| Legal - Possesses professional legal skills/knowledge. |  |  |  |
| Marketing/Public Relations/Communications - Experience in non profit sector in marketing, public relations and communications including social media best practices. |  |  |  |
| Strategic Planning - Experience providing oversight or leading strategic planning with proven change management experience. |  |  |  |
| Information Technology - Experience in the IT sector with broad knowledge of risks and opportunities. |  |  |  |
| Diversity, Inclusion and Equity - Experience with DEI strategy development and/or implementation. |  |  |  |
| Financial Literacy – Possess sufficient financial literacy to understand financial statements and terminology to ask questions and make informed decisions for the organization. |  |  |  |
| Risk Management – Experience with the development, implementation and monitoring of an organizational plan for risk prevention, detection, and recovery. |  |  |  |
| Research – Possesses experience providing guidance and direction related to research methodologies employed to inform strategic direction and/or policy decisions. |  |  |  |
| Economic Development – knowledge of and experience in economic development strategy, planning and/or policy decisions |  |  |  |
| Other (please specify) |  |  |  |

Below is a list of the current Board Committees. Please rank your preference for which Board Committees you are interested in participating as a member.

Ranking Scale

1. Committee **Most** Interested n
2. Committee **Interested** in
3. Committee **Less** Interested in
4. Committee **Not** Interested in

|  |  |
| --- | --- |
| Committee | Ranking (1 – 4) |
| Executive Committee |  |
| Finance Committee |  |
| Governance Committee |  |
| Nomination Committee |  |

Please attach a current Curriculum Vitae to your application.

By submitting this application and my current Curriculum Vitae, I declare that:

* I meet the eligibility criteria and accept the conditions of nomination as outlined below:
  + I am at least 19 years of age
  + I have not been found by a court in Canada or elsewhere to be mentally incompetent
  + I do not have the status of a bankrupt
  + I am in full agreement with the governing documents of the Corporation
* I certify that the information in this application and in my Curriculum Vitae is accurate and true.
* I understand that the establishment of the Board of Directors for this non-profit corporation complies with the Bylaws of the Organization.
* I understand that I will need to provide a current criminal background check, if I am selected as a potential Board Member

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Applicant Name (please print) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Signature

**Please return completed application and copy of your current Curriculum Vitae to Maura McKinnon @** [**Maura.McKinnon@nbmc-cmnb.ca**](mailto:Maura.McKinnon@nbmc-cmnb.ca) **on or before 5 p.m. AST on February 3, 2023.**