



The Coalition needs you! Consider joining the Edmonton Multicultural Coalition Board

Edmonton Multicultural Coalition Board is looking for four new Directors.

Background

Non-profit organizations, including the Edmonton Multicultural Coalition (EMC), rely on strong leadership to drive change and achieve their missions. The board of directors gives leadership and guides the strategic direction of an organization. Boards govern non-profits on behalf of their members and they are accountable to those members

If you're interested in volunteering on the EMC Board, first consider your skills, interests and experience. Consider whether you have time to commit to serving on the board. You should know the Coalition's history, vision and mission. And understand the board's role before joining. **If you've never been on a board, don't worry; there are training opportunities to help you.**

Responsibility and liability of volunteer board members

Board members have legal obligations and they are liable for their decisions. Directors are responsible for representing the interests of the organization. When directing the affairs of an organization, the board must act within the law. As a *trustee*, a board member must follow three basic principles: 1) **Diligence** - act reasonably and in good faith; 2) **Loyalty** - place the interests of the organization first; and 3) **Obedience** - act within the scope of the law.

What are the typical duties of a board member?

There are general duties and responsibilities that all board members should follow:

- Understand and show a commitment to the organization's mission and programs.
- Keep up to date with issues and trends that affect the organization.
- Prepare for meetings by reading agendas, minutes, reports, etc.
- Attend meetings regularly.
- Contribute skills and knowledge by participating actively in meetings, committee work.
- Ask questions when you don't understand something, or when you need more information.

- Understand and monitor the organization's financial affairs.
- Avoid any potential conflicts of interest; if you're in doubt, talk with the board chair.
- Understand and maintain confidentiality.
- Ensure the organization is complying with all legal and regulatory requirements.

Nominations for the Board of Directors

The Board of Directors of the Edmonton Multicultural Coalition is looking for four new Directors. It has established a Nominating Committee as required by section 7.2 of our Bylaws. Elections will take place on **Saturday, September 29, 2018 at 1 p.m. at the Edmonton Intercultural Centre, 9538 107 Avenue.**

The Nominating Committee encourages you, the members to nominate other members who you think believe in the core values of the Coalition and can help the Coalition achieve its mission.

The Nomination and Election requirements are all stated in Section 8.2 of our Bylaws.

Who can nominate?

Those who have been members of the Coalition for a full year can nominate another member to stand for election as a Board Director.

Who can be nominated?

Member in good standing for a minimum of one full year can be nominated.

How many members are needed to nominate another member?

Two members who have been members of the Coalition for a full year are needed for each nomination.

Please complete the Nomination Form on the next page and email it to phil@emcoalition.ca

**Edmonton Multicultural Coalition
Nominations Form: 2018/2020 Board of Directors**

We, being members in good standing for a full year of the Edmonton Multicultural Coalition nominate _____ (Name) for the position of Board Director.

Names (please print)

Signatures

Nominee

I, being an active member in good standing for one full year of the Edmonton Multicultural Coalition, give my consent to this nomination.

Name: _____

Address: _____

Telephone: _____

Email: _____

Signature _____ Date _____

If the Nominee is unable to sign this form, he/she could call Phil O'Hara, Executive Director at 780-760-1973 to give a verbal consent.

Please email completed nomination to phil@emcoalition.ca with the subject: Board Nomination

Deadline for submitting nominations - September 15, 2018