

## **Call for Applications: Secretary, Latincouver's Board of Directors**

*Latincouver's is seeking a new board member to join us as our secretary.*

*Goal: To maintain all Board and Society's records, and ensure their accuracy, safekeeping, and compliance with the Society's constitution and bylaws and applicable laws and regulations.*

### **About Latincouver**

We are a non-profit organization that brings together both Latin Americans and Latin enthusiasts living in B.C., Canada. Latincouver is the Latin American Plaza in British Columbia, connecting you with the Latin American heritage through culture and business in BC. Latincouver promotes Latin American culture in British Columbia, Creates a new link between Locals and Latin Americans, Business Networking events, Promotes culture and business in our online sites, and Organizes activities for business opportunities.

Latincouver activities cover a variety of areas like business and culture, creating signature events tailored to connect and empower people.

Our Four Pillars:

- Promoting Culture – We promote cultural diffusion.
- Connecting Business – We provide possibilities for Latino entrepreneurship.
- Supporting Communities – We watch over a community.
- Empowering People – We generate growth possibilities.

### **About Latincouver's Board of Directors**

Board Members are responsible for ensuring that the Society develops and implement all of its programs, events and activities based on fiscally, socially and environmentally sound principles with the utmost respect for the Society's reputation, its members and the impacted communities. They do this by providing leadership, advice and direction to all members of the Society and the public.

The Board of Directors plays a central role in this important effort. Your experience, involvement and commitment to serving the community will have an impact on growing and empowering it.

A primary responsibility of a director is to participate in the development of the strategy, policy development/implementation, decision-making at board meetings, as well as Fundraising and support our vast and complementary programs. Meetings are held once a month or as needed from time to time.

Latincoover sees diversity within our organization as an asset that fosters better ideas, better programs, and higher levels of impact and success. We view diversity as a wide-ranging set of intersectionalities.

### **Authority, Duties and Responsibilities:**

1. Exercise their power with fiduciary duty and the responsibility of loyalty to the Society.
2. Serve as an advocate for The Society.
3. Take the initiative and provide leadership at all times.
4. Prepare for each Board meeting by reading material distributed before the meeting and other relevant information.
5. Attend all regular and special Board meetings and participate in the proceedings.
6. Serve on and chair at least one committee and actively participate in the committee's activities.
7. Seek and request data and information to maintain an up-to-date knowledge of the Society's plans, commitments and goals.
8. Make a personal financial contribution to the Society, which can be in-kind or otherwise.
9. Solicit the financial support of others.
10. Share resources and talents with the organization, including expertise contacts for financial and in-kind support.
11. Be accessible to the Society's members as needed.
12. Contribute at least 100 hours per year to working for the Society.
13. Fulfill commitments within the agreed-upon deadlines.
14. Maintain and respect the confidentiality of information provided in Board meetings.
15. Disclose all potential conflicts of interest and ensure they are resolved promptly and to the Board's satisfaction.

Latincoover has Director's & Officer's (D&O) Insurance coverage, provided at no cost to Directors. Reach out if you'd like to review the policy.

### **Role of the Secretary**

1. Record and sign the minutes of the meetings of the Society and the Board of Directors.
2. Provide notice of board and committee meetings when such notice is required.
3. Provide notice of Society's annual and special meetings by Society's constitution and bylaws (as amended).
4. Perform the duties and responsibilities outlined in the Society's constitution and bylaws (as amended) and those of a Member of the Board of Directors
5. Attend and participate in fundraising meetings and events as necessary.

### **Whom are we looking for?**

We encourage applications from candidates with a passion for Latincoover's mission and a collaborative mindset.

#### Essential:

- Interest and commitment to Latincoover's mission and values
- Knowledge and experience in (non-profit)

#### Qualifications:

- Meet the requirements stated in the Society's constitution and bylaws (as amended)
- Recognized leader in the communities served by the Society.
- Knowledge of the issues and the Stakeholders impacted by the Society's vision and goals.
- Commitment to the vision, mission, goals and objectives of the Society.

#### Desired:

- Past experience serving on a board of directors.
- Past experience working in the non-profit sector

#### Commitments:

Each board member is expected to care passionately about the mission and success of Latincoover, and to participate actively in the governance and progress of the organization.

Service on Latincoover's Board of Directors is typically without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties. However, if receiving an honorarium would remove barriers to your participation on Latincoover's Board, financial support may be available.

#### Specific Commitments and Requirements:

- Prepare for and actively participate in Board meetings (typically once a month, two hours).
- Prepare for and actively participate in Latincoover's Annual General Meeting (AGM) in (typically two hours)
- Ability to serve a two-year term and can be re-elected for additional terms.
- Contribute at least 100 hours per year to working for the Society
- Time commitment: minimum 10 hours per month
- Be a part of one or more of Latincoover's Committees

- Experience in fundraising and or finance are definitely asset.
- Knowledge of Spanish, Portuguese and/or Latin American culture will be beneficial.
- Previous experience working or serving as a Board member in other Non-Profit organizations will be advantageous.

### **How do I apply?**

Apply by filling out the **Board Member Application Form**.

***Deadline to submit: May 15<sup>th</sup>, 2023***

We recognize the importance of a diverse leadership team and encourage applications from Indigenous people, women, LGBTQIA+ people, people of colour, and people with disabilities. Not certain your credentials are a 100% match with the position description? Please apply anyway! We're looking to find the right person for our board, with relevant skills and experience – not a mandatory checklist.