**The Role of the Board of Directors:**

**Duties, Responsibilities & Skillset Areas**

Thank you for your interest in serving the Regina Multicultural Council as a candidate nominee for the position of a Director on its Board. We believe our greatest strength is a diversely represented Board that brings varied perspectives, experiences, skill sets, and knowledge to help successfully steward the activities of the RMC. Though not a requirement, successful experience in organizational leadership and governance within the cultural community of Regina enhanced by knowledge or experience in finance, policy development, project management, technology, social media/marketing, health and safety protocols, and other areas common to leading a non-profit organization, such as the RMC, are definite assets.

The information below outlines the responsibilities involved in potentially serving in this role.

**Role of the RMC Board of Directors:**

The role of the Board of Directors is to administer the affairs of the RMC in keeping with its organizational Aims and Objectives (for further information, please refer to our Constitution and Bylaws located on our website).

**Duties:**

In short, the Regina Multicultural Council’s Board of Directors is a “Working” Board, which means the Directors are required to fulfill the work of the organization through active participation and ongoing contribution. Therefore, Directors are expected to:

1. be responsible to attend all Board and General Meetings to the best of their ability;
2. perform all duties in good faith and as assigned by the Board; and,
3. actively serve on at least one Committee.

**Responsibilities:**

As Directors of the RMC Board come from the RMC’s Organizational Membership, it is important that each Director:

1. place the best interests of the RMC above those of any Member Organization including their own;
2. fulfill their duty to perform, to the best of their ability, the role they agree to take on in their elected position, exercising due diligence, loyalty, and care in the performance of their duties;
3. prepare for RMC meetings in advance by reading reports and coming prepared to the meetings;
4. maintain confidentiality of meeting discussions;
5. be informed about the activities of the RMC, the community matters that affect the RMC, and general trends in which the organization operates;
6. serve on Committees of the Board and contribute from personal, professional, and life experience(s) to the work of the Board;
7. maintain solidarity with Board Directors in support of a decision that has been made in good faith, in a legally constituted meeting;
8. exercise vigilance for and declare any apparent or real personal conflict of interest in accordance with the RMC’s Constitution and Bylaws;
9. understand they have no personal/individual authority to act independently of the RMC Board except insofar as the Bylaw or the Board, by resolution, specifically mandates them. The only legal authority to provide direction or require information is vested in the full Board; and
10. for each Director leading a Committee, they shall submit a written activity report to the Secretary in advance of a meeting of the RMC, as per the direction of the Board.

**The Board of Directors**

The position of an RMC Director of the Board is a commitment of donated time, talent, and in some cases, treasure. Board meetings have historically been held on the second Monday of the month. Additional Committee meetings and subsequent responsibilities occur between the Board and Committee meetings. An Executive Committee position involves greater commitments. The estimated average time involved may range between 8 to 25 hours per month, depending on responsibilities and needs.

**Board of Directors Candidate Form**

**Instructions:**

1. Please provide answers to all requested information in this form, focusing on skillsets, knowledge, and experience that would be relevant to serve as an active contributing Director on the Board of Regina Multicultural Council.
2. You may type or print your answers into this form. Should you require additional space, feel free to attach additional paper to this form. Please note that signatures on the Nomination Page form must be handwritten.
3. Please include a brief, typed biography (1/2 page) that serves to introduce yourself and your candidacy to the RMC Membership. A photo is strongly encouraged. If your nomination is deemed to be eligible for member consideration, your biography will be shared in advance of the AGM with Membership for their consideration. Biographies may be edited by the Nominations Committee to support consistency among candidates – up to 10 sentences is suggested.
4. Please “Print to PDF” to save your typed content in an electronic format and submit the signed document to the RMC office by email (rmc.pa@sasktel.net) or in person (2054 Broad Street, Regina) by **11:59 P.M. January 10, 2025**.

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| --- |
| **Personal Information** |
| Name of Candidate: |  | Telephone: |  |
| Address of Candidate: |  | Email: |  |
| City, Province |  | Postal Code: |  |

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| **Organizational Membership & Experience Information** |
| Name of the RMC Member Organization in Good Standing to which you are a member in good standing: |  |
| Position(s) Held in the aforementioned Member Organization: |  |
| Please list your contributions to this Member Organization (attach documentation, if added space is required): |  |
| Please list other community affiliations, contributions, or involvement: |  |

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| **Knowledge and Understanding of the Regina Multicultural Council** |
| How might you explain the role of the Regina Multicultural Council? |  |
| If your candidacy is successful, how might you contribute towards the mission, values, and aims of the RMC\* during your term of Office?\*For further information, please refer to the current Constitution and Bylaws posted on [www.reginamulticulturalcouncil.ca](http://www.reginamulticulturalcouncil.ca/) |  |

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| **Career Experience** |
| Current Employment Information: |  |
| Name of Employer: |  |
| Position Held: |  |
| Number of Years in this Position: |  |
| If not currently employed, please provide your last employment details: |  |

**Board of Directors Nomination Form**

Please print clearly.

Please submit this form completed, signed and received no later than ***11:59 P.M. January 10, 2025***

Either email or drop off to the RMC office (rmc.pa@sasktel.net or 2054 Broad Street, Regina).

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(first and last name of Nominator, please print clearly)

representing (name of RMC Member Organization in Good Standing): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

hereby nominate (first and last name of Nominee):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

for the position of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on the Regina Multicultural Council Board of Directors. I confirm they are a member in good standing within our organization.

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| --- | --- | --- | --- |
| Nominator’s HANDWRITTEN Signature: |  | Nominator’s Telephone #: |  |
| Position Held Within Organization: |  | Nominator’s Email: |  |
| Date of Signature: |  |  |  |

Nominee’s Consent

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(first and last name of Nominee, please print clearly)

hereby consent to the above nomination. I certify the information I have provided is accurate and true.

I commit to serve the Regina Multicultural Council and its Member Organizations.

Should my candidacy be successful, I give the RMC permission to disclose my contact information to other RMC Directors or personnel

for the purpose of fulfilling their responsibilities.

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| --- | --- | --- | --- |
| Nominee’s HANDWRITTEN Signature: |  | Date of Signature: |  |
| Nominee’s Address |  | Telephone #: |  |
| City, Province |  | Email: |  |