



DIRECTOR-AT-LARGE

QUALIFICATIONS/SKILLS:

- Knowledge and skills in one or more areas of, leadership development: Human Resource, conflict mediation, finance and team building.
- Prior experience serving on a board or Committee is an asset.
- Knowledge of the Jamaican Canadian Association including history and strategic vision.
- Awareness of the issues facing Jamaicans at home and in the diaspora mainly in Canada.

TERM:

- The Director-at-Large position is for a 2-year term.
- Board Members can be elected to serve a maximum of three consecutive terms.

REQUIREMENTS:

- Must be a member of the JCA.
- Willingness to develop expertise in one or more areas of board governance including: Executive Leadership, Fundraising, Membership Recruitment and Retention, Communications and Finance.
- A time commitment of 40 hours per month, (includes Board preparation, meeting, committee and meeting time)
- Experience working in an organization undergoing change and restructuring.
- Ability to work independently and to lead a team of volunteers.
- Project management experience is an asset.
- Ability to create positive working relationship with other Board members, membership and external stakeholders.
- Knowledge of social and other issues impacting the communities & constituents JCA represents.
- Experience building partnerships internally and externally to achieve the organization's objectives.
- Experience with various software and online platforms including Microsoft Teams, MS Word, PowerPoint, Excel.

MAJOR DUTIES:

- Co-ordinate and/or carry out special projects assigned from time to time by the President and /or the Board of Directors.
- Support the JCA membership to understand the work of the board in implementing the Strategic Plan.
- Engage membership and broader Jamaican/ African Canadian and Canadian community to keep board aware of general feelings and sentiments of the membership towards current events in society.
- Assist Directors with written reports to be prepared for monthly quarterly and Annual General Meetings.