



TRUSTEE

The Jamaican Canadian (JCA) is seeking qualified candidates to run for the position of Trustee at the upcoming Annual General Meeting (AGM).

QUALIFICATIONS/SKILLS:

- Volunteer or work experience in leading a team
- Sufficient knowledge of Microsoft Teams and Windows 365 & Office, videoconferencing platforms (Zoom)
- Report writing skills
- Ability to conduct meetings
- Team building skills
- Experience as a mentor is an asset

TERM:

- The Trustee is elected to serve a two (2) year term

REQUIREMENTS:

- Must be an active member of the JCA for at least 10 years
- Ability to engage diverse members and work with volunteers
- Passionate about community engagement
- Ability to create and present reports to the JCA Board of Directors and at General Membership meetings
- Able to work independently and lead a team of volunteers in a fast paced, intense working environment
- Knowledge of social and other issues impacting the Jamaican, Black, Caribbean, and African Canadian communities
- Experience in building partnerships internally and externally to achieve the organization's objectives.
- A minimum time commitment of 20 hours per month (includes report writing, preparation time, meetings, appearances, and other trustee work)

MAJOR DUTIES:

- Act as a source of historical record and ensure information is regularly documented and archived
- Engage members within the JCA to foster growth through activities which provide young members with knowledge of the organization's history.
- Monitor infrastructure plan of the Association; provide feedback and recommendations to the Board
- Create/build/expand partnership engagement with the various committees in the organization
- Convene meetings that plan knowledge transfer related activities and take initiative to implement planned activities
- Participate in regular Trustee meetings
- Provide quarterly updates to the Board
- Work with Nominations Committee to support election activities
- Maintain inventory of all fixed assets, furniture, and office equipment and provide the report of the inventory with recommendations to the Board of Directors prior to the Annual General Meeting
- Prepare and submit a report to the Board for Quarterly and Annual General Meetings

- Submit to the Board an annual work plan no later than three months (3) prior to the Annual General Meeting for Board's approval