



Northeastern Alberta Aboriginal Business Association

Information for Potential Directors:

Director Eligibility:

There are **3 Board spaces** available for election during the 2023 AGM Election. These terms are a period of 3 years.

Nominations for Board Members will be accepted effective Monday, September 25th. As per the NAABA By-laws, at each Annual Meeting or within 15 days prior to the Annual Meeting the Member Representatives may make nominations for Member Directors (Nominees). The day of the General Meeting, nominations from the floor may be made and shall be seconded by a second Member Representative. Nomination forms can be found on the NAABA Website at [naaba.ca/we need to do this](https://naaba.ca/we-need-to-do-this)

To qualify as a Member Director a person shall:

- A. Have attained 18 years of age
- B. Be a shareholder, director, officer or employee of a full Member,
- C. And Be a Member Representative. A Member representative is defined as an Aboriginal person who is a shareholder, director, officer or employee of a Full Member and is appointed by that Full Member to represent the Member for all purposes of NAABA including serving on the Board, voting as a proxy or attending meetings.
- D. It is required that Nominees and Candidates for election must be present at each Annual Meeting
- E. Candidates for election will be given the opportunity to speak to the meeting for a maximum of 5 minutes



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Director Responsibilities

The role of the individual Board members is to participate on the Board, understanding and contributing to the fulfillment of the roles as defined.

Specific responsibilities of individual Board members include the following.

1. To participate in Board training to ensure regular education of their roles and responsibilities
2. To sit on and actively participate in a least one NAABA Standing Committee during the length of term
3. Participate in the development and approval of NAABA's Strategic Plan;
4. Participate in and contribute to the decisions of the Board;
5. Actively listen and bring forward those views and concerns of NAABA members and other stakeholders that directly relate to the objectives and goals of NAABA;
6. Monitor and regularly assess NAABA's performance to ensure that it reflects the vision, mission, values and beliefs of NAABA
7. Attend and actively participate in scheduled meetings, workshops, planning sessions and events;
8. Be respectful of and actively support the processes and administration of Board meetings;
9. Be familiar with Board policies and procedures, reports and meeting agendas in order to participate fully in Board business;
10. Communicate NAABA goals, objectives, initiatives and decisions made by the Board, effectively to internal and external stakeholders with one united Board voice
11. Act honestly and in good faith in the best interests of NAABA;
12. Keep informed of the work and activities of NAABA and the Board and changes in the environment in which NAABA is operating.



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13. To not disclose or discuss confidential information about the organization's matters with another person or entity or use it for their own purposes.
14. Speak positively of the organization to the public
15. Not exercising individual authority over staff or the society
16. Avoiding conflict of interest