**AFRIKABURN DIRECTORS: FACT SHEET**

As a Non-Profit Company, AfrikaBurn has a two-tiered governance structure consisting of Members and Directors. AfrikaBurn’s [Memorandum of Incorporation](https://www.afrikaburn.com/wp-content/uploads/docs/AfrikaBurn-Memorandum-of-Incorporation.pdf) (or founding documents) clearly and legally define the organisation’s purpose and object.

**What are the obligations/expectations of being a Director? And how do Directors get appointed, resign, get honoured?**

Directors have broad executive responsibility for the on-going day-to-day management and operation of the company and its activities.

In AfrikaBurn’s case, this is primarily responsibility for the planning and management of the annual AfrikaBurn event, on-going communication with the community during the year, fundraising for AfrikaBurn and creative works at AfrikaBurn, responsibility for the on-going management of AfrikaBurn’s finances, and responsibility for the timely production of audited annual financial statements which are to be presented at the Annual General Meeting (held each year in October). Various Directors manage and have responsibility for various “Portfolios” as defined in the organisation’s structure. Directors also manage co-ordinators of various portfolios and assist them and guide them in the fulfilment of their duties.

AfrikaBurn has a minimum 3 Directors and a maximum of 7 Directors. Directors either come forward voluntarily or are nominated by the AfrikaBurn community at large. Any person involved in our greater community may nominate someone to become a Director and nominations are always welcome. Nominations must be submitted to existing Members by at least two months prior to the AGM. A nominated applicant Director will be appointed if he/she receives a minimum 66% (including proxy votes) of the vote of the Members at a properly constituted meeting of the Members (which will generally speaking be the AGM).

In order to be eligible to become a Director, and in order to remain a Director, a candidate must fulfil the following minimum requirements:

1. Must have actively participated in (and attended) a minimum of three AfrikaBurn events.
2. Must have a clear understanding of AfrikaBurns core principles, and participate in AfrikaBurn’s events in such a manner which clearly demonstrates commitment to AfrikaBurns principles.
3. Must understand the duties and obligations involved in being a Director. Each Directors responsibilities/portfolios are described in an agreement which is signed by the Director at the start of his/her service term.
4. Becoming a Director is not a lightweight matter. When volunteering for such a position, the candidate must have clear “line of sight” within their lives for the next 12 months – and particularly for the three months prior, and month of, the annual AfrikaBurn event. They must be confident that they can and will allocate sufficient time to diligently fulfil their portfolios. Directors have many practical jobs and responsibilities which have to be fulfilled according to a strict timeline. This is especially important for those Directors involved in detailed planning and management of the AfrikaBurn event.
5. Directors must be willing to attend (and actually attend) a minimum of eight monthly AfrikaBurn Directors meetings in a year including the Annual General Meeting.
6. The Directors are effectively the leaders of the AfrikaBurn organisation on a day-to-day or month-to-month basis. All Directors must therefore have reasonably good leadership skills, organisation skills and communication skills. They must see and fulfil their role as one of service to the AfrikaBurn community. They must be reliable, honest, and respectful in the fulfilment of their duties and their communication with all community participants. They have a legal “fiduciary” duty to fulfil the purpose and objects of the AfrikaBurn Non profit Company… and to do so in a manner which at all times is in compliance with the Companies Act and laws of South Africa. However, Directors also enjoy the full protection of “limited liability” in terms of the companies act, and cannot be held responsible for the actions/activities of the company as long as they have not been grossly negligent in the fulfillment of their duties.

Candidates from all walks of life, backgrounds and interests are encouraged to apply; however, Members will be firmly guided by the above requirements when considering a nomination. It’s important to note that overall AfrikaBurn continuity and experience of nominated Directors and the Directors team as a whole will be factored into decision making. If Directors are not willing (or able) for whatever reason to fulfil their obligations and/or duties, they are required to notify their fellow Directors and Members ASAP and formally resign as soon as practically possible.

**Application Process**

If you, or someone you know, have the experience and drive to support the organisation and the community it serves through this vital role, please follow these steps:

1. Have a conversation with your prospective nominee. Make sure they agree to stand for election. If you are putting yourself forward, it’s probably a good idea to make sure you have a conversation with yourself too… this ain’t no picnic!
2. Make sure they have read this fact sheet!
3. Contact memsec@afrikaburn.com and request the Director Interview Questionnaire.
4. Submit your application pack to memsec@afrikaburn.com. Applications should include (in PDF format please):
* The completed Interview Questionnaire
* The completed VIA survey (link provided in Interview Questionnaire)
* The applicant’s CV
* A letter of **motivation** from the person being put forward.
* A letter of **endorsement** from someone in our community. This can be from anyone, but it provides context if this is from a past (or present) Member or Director, or anyone who has been involved in AfrikaBurn in the past (or present), as part of the operations team, as a portfolio volunteer or as part of a creative crew.
1. The Member Secretariat will compile the applications and submit it to the Members.
2. Shortlisted candidates will be invited to interviews. Directors are appointed for a two year cycle.

Source: <https://www.afrikaburn.com/latest-news/member-director-nominations>