

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 (MOI) clearly and legally define the organisation's purpose and object.

What are the obligations/expectations of being a Director? How do Directors get appointed?

Directors have broad executive responsibility for overseeing the on-going operations of the company towards its object as set out in the MOI.

In AfrikaBurn's case, this is primarily responsibility for the strategic planning; oversight of the annual AfrikaBurn calendar of events; policy development; ensuring resources and compliance for operations and activities; sound management of AfrikaBurn's finances and legal and fiduciary responsibilities to the non-profit company.

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 fulfilment of their duties.

AfrikaBurn is required to have 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.*

Becoming a Director is not a lightweight matter. Directors are appointed for a two-year cycle. They must be confident that they can and will allocate sufficient time to diligently fulfil their duties. Directors have many practical jobs and responsibilities which have to be fulfilled according to a strict timeline. This is especially important to note for those Directors involved in AfrikaBurn operations.

*** For 2019, Director nominations are due by Close of Business on Friday, 4 January 2019. Application packs must be requested no later than 14 December 2018.**

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. Have actively participated in (and attended) a minimum of three AfrikaBurn events.
2. Have a clear understanding of and ability to practically apply AfrikaBurn's core principles
3. Understand the duties and obligations involved in being a Director. Each Director's responsibilities/portfolios are described in an agreement, which is signed by the Director at the start of his/her service term.
4. 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
5. Work 6 days a month, and voluntarily attend the Bosberaad and AGM (an additional 3 days per year). As the organisation grows this requirement may change.

6. Have sound leadership skills, organisation skills and communication skills. They must see their role as one of service to the AfrikaBurn community and carry out their duties with integrity.

Directorship is currently a remunerated part time position and as such, Directors are subject to a peer/performance review, the results of which are shared with members to ensure transparency and accountability as it is an elected position. Directors are also subject to all staff policy and procedures.

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, has 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. Contact memsec@afrikaburn.com and request the Director Interview Questionnaire **no later than 14 December 2018**.
3. Submit your application pack to memsec@afrikaburn.com **by COB on Friday, 4 January 2019**. Applications should include (in PDF format please):
 - The completed **Interview Questionnaire**
 - The completed **VIA survey**: <http://www.viacharacter.org/www/Character-Strengths-Survey>
 - The applicant's **Curriculum Vitae**
 - 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.

Shortlisted candidates will be invited to interviews conducted by a panel of Members. The Member Secretariat will compile the applications (including interview notes) and submit it to the Members to consider.

New Directors are usually elected at the AGM (In 2019, new Directors will be voted for at the SMM in February 2019.)