

AFRIKABURN MEMBERS: FACT SHEET

As a Non-Profit Company, AfrikaBurn has a two-tiered governance structure consisting of Members and Directors. AfrikaBurn's Memorandum of Incorporation (or founding documents) clearly and legally define the organisation's purpose and object.

The Members could be compared to shareholders of a public or private company in some ways. Members broadly exercise their duties and powers in general meetings or Annual General Meetings. For example, Members have the obligation and power to appoint and remove directors, appoint or remove other members, or amend the founding documents of the company (only if necessary). They have the obligation to ensure that appointed Members and Directors are fulfilling the purpose and object as defined in the MOI and such other things as agreed from time to time. However, there are two key areas in which Members are very different to shareholders of a public or private for-profit company:

- Assets or profits of the company may not under any circumstance be distributed to Members.
- They are not liable for the debts or actions of the company. In the case of AfrikaBurn, their liability is limited to R1.

What are the obligations/expectations of being a volunteer Member? And how do Members get appointed, resign, get honoured?

AfrikaBurn is legally required to have a minimum of 7 members. Members either come forward voluntarily and apply or are encouraged to do so by the AfrikaBurn community at large. Any person involved in our greater community may apply to become a Member.*

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

1. Have actively participated in (and attended) a minimum of three AfrikaBurn events and must have actively participated in (and attended) at least two of the last three events.
2. Have a clear understanding of and able to practically apply AfrikaBurn's core principles
3. Understand the duties and obligations involved in being a Member. Being a Member is not a title, it's a volunteer job.
4. Be willing to diligently fulfil his/her responsibilities as a Member and contribute (from time to time) to assisting others within the organisation with the fulfilment of their duties. This broadly speaking means you must be constructively involved for a minimum of 120 hrs per year = 10 hrs per month = 2 hrs per week.
5. Must be willing to attend (and actually attend) a minimum of three quarterly AfrikaBurn Members' meetings in a year including the Annual General Meeting as a minimum. Members living outside of the Cape Town area can join meetings online.

Candidates from all walks of life, backgrounds and interests are encouraged to apply; however, existing Members will be firmly guided by the above requirements when considering a nomination.

Members are not paid for their service. They provide their time voluntarily and free-of-charge.

Application Process

To become a Member, a letter of motivation is required to be submitted along with a letter of recommendation that endorses the person who is being put forward. This letter would need to come from someone who has significantly been involved in AfrikaBurn in some manner and has cultural context, i.e.: they've been involved in the organisation or have volunteered at past events or have been part of a creative crew.

- 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 Member Interview Questionnaire.
- 3) 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 **Curriculum Vitae**
 - A letter of **motivation** from the person being put forward.
 - A letter of **recommendation** from a member of our community (please include their contact details). 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.

NEW: Shortlisted candidates will be invited to interviews conducted by a panel of Members & Directors

The Member Secretariat will compile the applications (including interview notes) and submit it to the Members to consider.

* In this cycle we will accept new nominations for Prospective Membership for review at the Special Members Meeting in February 2019, therefore, nominations are **due by Close of Business on Friday, 4 January 2019**. Nomination packs will be available up until **Close of Business on Friday 14 December 2018**.

Prospective Members who still want to stand for Membership participate in an induction process onwards from the Special Members Meeting in February (during which they will have a voice but no formal voting rights), will be formally elected for at the AGM in October 2019.