



Community Business Development Corporation
Corporation au bénéfice du développement communautaire
Charlotte/Kings

Board Member Profile

Corporation Mandate

Our mission statement reads as follows:

To be a partner in job creation and financing, counselling and skill development to assist the small to medium business/owners enterprises located in Charlotte, Kings and rural Saint John Counties.

More specifically, the mandate of CBDC Charlotte-Kings is the following:

CBDC Charlotte-Kings is an organization dedicated to offering financial assistance to the region's business community, collaborating with other financial institutions of Charlotte, Kings and rural Saint John Counties while actively participating in community economic development in partnership with other economic development agencies of Charlotte, Kings and rural Saint John Counties.

Responsibility

Board members are responsible for acting in the best long-term interests of the Corporation and its community and will bring to the task of informed decision-making, a broad knowledge and an inclusive perspective.

Core Attributes, Competencies and Experience

Every director must adhere to the highest ethical standards, display knowledge of the community and its business environment/economy, display basic or better knowledge of small business and, if possible, financial statements, commitment to the Corporation's mission and strategic objectives, a commitment of time and openness to learning.

Specific Skills, Knowledge and Experience

The overall Board composition should reflect representation of the following competencies:

- Risk management leadership experience in an organization of similar size and/or complexity to CBDC Charlotte-Kings;
- Previous board experience in the profit or not-for-profit sectors;
- Financial literacy, with the proven ability to read and interpret financial statements;
- Strategic planning experience, strong business acumen with a focus on entrepreneurial success;
- Community-mindedness demonstrated through volunteer experience with community boards;
- Experience in legal matters;
- Experience/expertise in the field of economics, finance, treasury or investment services;
- Supports the purpose and strategic initiatives of CBDC Charlotte-Kings and its role as a leader in community economic development;
- Understands the principles behind and share the vision of CBDC Charlotte-Kings and have the ability to reflect the values and commitments of CBDC Charlotte-Kings as well as acting in the best interests of CBDC Charlotte-Kings at all times;
- Understands the duties and responsibilities of a director and wants to bring a unique perspective to the Board of Directors;
- Able to participate assertively in the deliberations of the Board;
- Able to devote the time and effort necessary for the good governance and betterment of CBDC Charlotte-Kings.

Working Conditions

- Board meetings are normally held once each month and will run 1 to 2 hours each;
- Voluntary participation on board committees may require an additional 2 to 4 hours per month;
- Board members should prepare for and attend board meetings;
- Work as a team member and support board decisions;
- Participate in the development of the strategic plan;
- Participate in the evaluation to the Executive Director;
- Participate in the evaluation of the Board itself;
- Participate in the recruitment of new Board Members;
- Approve the annual budget and monitor financial and operational performance of the corporation;
- Attend and participate in the Annual General meeting;
- Abide by the by-laws, code of conduct and other policies that apply to the Board;

- Board members will be reimbursed for travel and accommodations incurred in performance of their board duties;
- Board members may serve for a maximum of 3 terms of 3 years. Board members who serve their maximum allowable terms are eligible to re-offer after a one-year absence;
- A board member may be removed from the board, by a majority vote, if absent from three consecutive meetings without reasonable cause.

Adopted by the Board of Directors

March 2014



For the Board of Directors