

AFRIKA BURNS CREATIVE PROJECTS NPC : DIRECTORS FACT SHEET

As a Non-Profit Company, Afrika Burns Creative Projects NPC (referred to as AfrikaBurn) has a two-tiered governance structure consisting of Members and Directors, clearly and legally defined in the AfrikaBurn's Memorandum of Incorporation (MOI), which also sets out the organisation's purpose and object.

What are the obligations of being a Director?

Directors have broad executive responsibility for strategic decision making and overseeing the on-going operations of the organisation towards its remit 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 the resources (including human) and compliance for operations and activities; sound management of AfrikaBurn's finances; and legal and fiduciary governance of the non-profit company.

Becoming a Director is no lightweight matter. They must be willing and able to diligently fulfil their duties timeously (especially important to note for those Directors involved in AfrikaBurn operations). Directors are required to hit the ground running – so need to have experience working at a strategic level.

Directors 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.

Directors are required to adhere to all staff policy and procedures, including participating in an annual peer/performance review, towards fulfilling KPAs. Progress is shared with members to ensure transparency and accountability as it is an elected position.

What is the structure of the AfrikaBurn Board of Directors?

AfrikaBurn is currently undertaking a board restructuring process. The new Board will be elected/appointed between **February - March 2020**, and will take part in a transitional hand-over phase before taking office on **1 June 2020**. The new Board will consist of a maximum of three Executive Directors and a maximum of three Non-Executive Directors.

Non-Executives Directors are appointed on a part-time basis and are required to be external from the operations of the organisation. They drive forward the vision and strategy of the organisation. Non-executive Directors may not hold any other formal or paid position within the operations of the organisation.

Executive Directors are appointed on a full-time or a part-time basis, to interface with the operations of the organisation, execute decisions of the Board, and drive forward the vision and strategy of the organisation. Executive Directors may not hold any other formal or paid position within the operations of the organisation (unless determined otherwise by the Members from time to time by way of an ordinary resolution).

What are the characteristics of a Director?

AfrikaBurn seeks to have a culturally and cognitively diverse Directorship, that incorporates a range of skills and expertise at a strategic level. Candidates from all walks of life, backgrounds and interests are encouraged to apply; however, in all cases an individual must:

1. See their role as one of service to the AfrikaBurn community and carry out their duties with integrity.
2. Have sound leadership skills, organisation skills and communication skills.
3. Have a sound grasp of and ability to practically apply AfrikaBurn's guiding principles.
4. Understand the duties and obligations involved in being a Director. Each Director's responsibilities are described in an agreement, which is signed by the Director at the start of his/her service term.
5. Take up the position on a full-time or half-time basis, in the case of Executive Directors.
6. Be able to attend 1 full board meeting a month, and commit an estimated 2 hours a week, in the case of Non-Executive Directors.
7. Have clear "line of sight" within their lives for at least the next 12 months – and particularly for the 3 months prior, and 3 months post, the annual AfrikaBurn event.

How do Directors get appointed?

Directors can 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.

While it is no longer a strict requirement, it is of benefit for any potential Director to have participated in Burn events previously, to fully understand the nature of the event as a mechanism for catalysing the organisation's objects, and as Directors perform active service at the AfrikaBurn event.

Nominations for non-executive directors are open all year round, but for the current election process, must be submitted to the Members by no later than close of business (17:00) on 27 February 2020.

Executive Directors are required to submit their application by midnight 26 January.

The new Board of Directors will take office on 1 June 2020 and will be required to participate in transitional activities during the hand-over period between 29 February 2020 and 1 June 2020.

Directors are elected/appointed in line with AfrikaBurn's MOI for a 3-year term.

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. Make sure you (or your prospective nominee) are willing and able to stand for election and can make the time available to honour this commitment.
2. Contact memsec@afrikaburn.com and request the Director Interview Questionnaire.
3. Prepare the application documentation. 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.
4. Submit your application pack to memsec@afrikaburn.com **by the deadline specified above.**

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.