



Centre for Race and Culture (CFRAC)

Board Profile

Our Vision

To create an inclusive society free of racism.

Our Mission

The Centre for Race and Culture works within the community to promote and support individual, collective, and systemic change to address racism and encourage intercultural understanding. Our expertise spans workplace development, community building, research, and education.

What We Do

The work of CFRAC is grounded in the issues, concerns, and strengths in the community. We engage in a range of work that addresses our key objectives:

- To educate about racial prejudice and discrimination through seminars, workshops, public forums, and conferences
- To conduct research, compile data, and disseminate results about racism or ethno-racial disparities, to increase understanding and awareness about existing rights of racial minorities
- To establish and maintain programs for individuals, groups, and organizations that have experienced discrimination by providing information, follow-up, support, and referral to counseling or legal services
- To work towards the eradication of racially motivated violence through public education, research, programs and activities

Commitment Required from Our Board Members

The Board of Directors is the legal authority for CFRAC. As a member of the Board, a Director acts in a position of trust for the community, and is responsible for the effective governance of the organization. Board members contribute:

- Commitment to the work of the organization
- Expertise and experience from your background to make the board an effective advisor who will provide sound recommendations and strategic guidance to the operations of the organization, in one or more areas, such as: including policy, finance, personnel, community relationship, fundraising, etc.



- Familiarity with issues affecting our organization; actively participate in board discussions and the business of the board
- Attendance at regular board meetings (held once a quarter; meeting venue and time will be determined collaboratively by the Board), at meetings of assigned committees, at Annual General Meeting, at membership meetings, etc.
- Willingness to serve on committees
- Support of special events (associated with different projects, which will vary each year, as well as our March 21 major event, fundraising events, etc.)
- Willingness to dedicate a minimum of 3 hours of your time per month
- Financial support of CFRAC, if possible

Roles

Chair –

- Ensure the long-term financial stability and strength of the organization, develop and maintain sources of income to provide for the continuing operation of the organization
- Hire and develop an executive director to manage the operations of the organization
- Exercise management oversight of the executive director and the operations, approve annual budgets, review operating and financial results, audit for compliance with internal policies and external requirements, review performance against goals

Vice Chair –

- Support the Chair in the Chair's duties, act as the Chair in the Chair's absence
- Recommend what committees should be formed and who should chair them
- Be a primary spokesperson for the organization
- Lead the board in the performance of its responsibilities
- Perform such duties as directed by the by-laws and the board

Treasurer –

- Manage the finances of the organization, including the board's review of and action related to, financial responsibilities
- Oversee the preparation of the annual budget
- Ensure appropriate financial reports are made available to the board
- Ensure development and board review of financial procedures and systems
- Manage the receipt and disbursement of the organization's funds
- Maintain all financial records

Secretary –

- Record and retain the minutes of all board and executive committee meetings and collect and retain the minutes of all other committees' meetings
- Give notice of meetings and distribute minutes and other documents as needed
- Perform other administrative and communication related tasks as required by the Chair of the board

General Board Members –

- Approve, where appropriate, policy and other recommendations received from the board, its standing committees, and senior staff
- Monitor all Board policies
- Review the bylaws and policy manual and recommend bylaw changes to the membership
- Review the Board's structure, approve changes, and prepare necessary bylaw amendments
- Participate in the development of CFRAC's organizational plan and annual review
- Approve CFRAC's budget
- Approve the hiring and release of the Executive Director, including the Executive Director's employment contract, based on the recommendation of the Personnel Committee
- Support and participate in evaluating the Executive Director
- Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance CFRAC's mission

Priorities of the New Board

- Establish formal board structure, clearly define roles within the board and the members' responsibilities
- Complete developing the 5-year strategic plan for the organization, and a time frame for achievement of the goals
- Audit the current organizational policies and provide direction of revision of the policies
- Continuously building relationships with the communities



Appointment Term

Directors are elected by the membership at the Annual General Meeting. Directors serve for a 2-year term and for a maximum of 3 consecutive terms.

Evaluation

A Board Member's performance is evaluated annually, based on the performance of assigned Board requirements and duties.

Organization Chart

