



Northeastern Alberta Aboriginal Business Association

Board Recruitment Package

Who is NAABA: The Northeastern Alberta Aboriginal Business Association (NAABA) is a non-profit organization that consists of Aboriginal Business Members and Associate Business Members, committed to enhancing and creating an environment, which promotes business success and the engagement of Aboriginal Entrepreneurs in our economy. Our association ensures that all Certified Full Aboriginal Members are at minimum 51% owned and controlled by an Aboriginal Individual, and operating locally within the Fort McMurray – Wood Buffalo area.

Vision: Aboriginal Strength Unity and Opportunity in Business

Mission: To be a positive catalyst for intergenerational growth in our communities across the RMWB through: leveling the economic playing field for Indigenous entrepreneurs, telling the resilient story of Indigenous culture and traditions, and creating mutually beneficial business relationships for our members.

Board Member Description: An Aboriginal person who is a shareholder, director, officer or employee of a Full Member and is appointed by that Full Member to represent the Member for all purposes of NAABA including serving on the Board, voting as a proxy of attending meetings

Board Advisor Description: A person who is considered by the Member Directors to have skills in governance, finance and/or legal matters and is appointed by the Member Directors to serve as a Director. This individual can be non-aboriginal, and is not required to be a member representative.

Member Representative/Eligibility:

- Have attained 18 years of age
- Be a shareholder, director, officer or employee of a full Member,
- And Be a Member Representative. A Member representative is defined as an **Aboriginal person** who is a shareholder, director, officer or employee of a Full Member and is appointed by that Full Member to represent the Member for all

purposes of NAABA including serving on the Board, voting as a proxy or attending meetings.

- It is required that Nominees and Candidates for election must be present at each Annual Meeting

Board Responsibilities:

- The role of the individual Board members is to participate on the Board, understanding and contributing to the fulfillment of the roles as defined.
- Specific responsibilities of individual Board members include the following.
- Participate in and contribute to the decisions of the Board;
- Attend scheduled meetings, workshops, planning sessions and events;
- Be respectful of and actively support the processes and administration of Board meetings;
- Actively listen and bring forward those views and concerns of NAABA Board members and other stakeholders that directly relate to the objectives and goals of NAABA;
- Be familiar with Board policies and procedures, reports and meeting agendas in order to participate fully in Board business;
- Participate in the development and approval of NAABA's Strategic Plan;
- Provide information to the public that creates a positive profile for NAABA and enables the public to connect with appropriate service areas and resources within NAABA
- Communicate NAABA goals, objectives, initiatives and decisions made by the Board, effectively to internal and external stakeholders with one united Board voice
- Act honestly and in good faith in the best interests of NAABA;
- Keep informed of the work and activities of NAABA and the Board and changes in the environment in which NAABA is operating;
- Understand NAABA's current strengths and needs by offering constructive advice to address these for both short and long term solutions;
- Monitor and regularly assess NAABA's performance to ensure that it reflects the vision, mission, values and beliefs of NAABA;
- To not disclose or discuss confidential information about the organization's matters with another person or entity, or use it for their own purposes, unless the Board authorizes them to do so.
- To be aware and educated of the insurance policy for the NAABA Board and what individual Board members are liable for while sitting as a Board of Director.
- To participate in Board training to ensure regular education of their roles and responsibilities
- To sit on a least one NAABA Standing Committee during the length of term

Meeting Frequency: Monthly, and occasionally as needed

Director Terms: 3 years**Current Board Members:**

1. President – Sandy Sanderson
2. 1st Vice President – Mike Deranger
3. Treasurer – Travis Drew (Term Ending 2024)
4. Director Robyn Villebrun (Term Ending 2024)
5. Anthony Punko
6. Leona Lepine (Term Ending 2024)
7. Angela Maxson

Current Staff:

Executive Director – Michelle Toner

Membership Experience Coordinator – Lisa Gardham

Shared Services Program Coordinator – Rosmarie Boutilier

Human Resources Advisor (Shared Services) – Ella Awojobi

Annual Report: <https://naaba.ca/about-naaba/annualreports/>

By Laws: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://naaba.ca/wp-content/uploads/2018_signed_revised_bylaws.pdf

Event Schedule: <https://naaba.ca/networking-events/events-calendar/#cid=1751&wid=1801>

