

# Role Description: Pulaarvik Kablu Friendship Centre Board Member

One person from each Kivalliq community will be elected to serve as a board member to the Pulaarvik Kablu Friendship Centre. They will be elected by members of their community, to ensure that their community's interests contribute to the vision of PKFC. The Board Member term will be 2 years. An election will be held in each community every two years.

An AGM and 1.5-day board retreat will take place in person in Rankin Inlet once per year, usually in the fall, where board members will receive board training, or have a special meeting to undertake strategic planning, or to learn about opportunities to expand programming, and to provide input.

Regular Board meetings will take place 4 times per year,

- These meetings will be held virtually (by teleconference or video conference)
- The meetings will be up to 3 hours long

At each regular meeting Board Members will

- Receive a detailed update on PKFC's finances
- Receive an update on all program areas
- Be asked to provide direction and make decisions related to PKFC's finances, programming, and strategic direction.

Activities Between Meetings

- Board members may be asked to review documents from time to time, such as new policies or program proposals.
- Special meetings of the board may be called in the event of urgent business, or when Board Approval is required and the next quarterly meeting is too far off to permit advancing PKFC's business.
- Board members may be asked to participate in committees, such as a finance committee, which will require additional time.

In order to be able to participate effectively on the board, nominees should:

- Be interested in providing advice and guidance to Inuit healing and wellness programs for the Kivalliq Region.
- Be willing to be a point of contact for their community members, related to PKFC and its programs.
- Plan to access a computer and e-mail, at least on a weekly basis, since many updates and documents will be shared electronically. Access to the Pulaarvik office in each community can be made available for this purpose, and board documents can be printed at Pulaarvik offices.

Compensation

- Board members receive an honorarium for their participation in regular meetings of the Society and they are entitled to an honorarium for participation in the 1.5 day annual retreat, and all travel and other costs incurred in the performance of board duties are reimbursable.