



2025 CAUFP BOARD OF DIRECTORS – ROLES AND RESPONSIBILITIES

1. PRESIDENT – 2-Year Term

Position: The President is the top executive officer of CAUFP, responsible for leading the Board of Directors, setting the overall strategic direction of the Association, and overseeing all programs and initiatives. Reporting to the Corporate Advisory Board, the President ensures that CAUFP's mission is fulfilled through effective governance, leadership, and financial stability.

Responsibilities:

- Lead the Board of Directors, overseeing the performance of the executive team and ensuring organizational alignment with CAUFP's mission and strategic objectives.
- Chair Board and Annual General Meetings, ensuring that discussions are productive, and decisions are made in line with the Association's long-term goals.
- Serve as the face of the organization, representing CAUFP to key stakeholders, including sponsors, members, corporate partners, and the media.
- Work closely with the Advisory Board, providing regular updates on the organization's progress and key metrics such as membership growth, sponsorship engagement, and financial performance.
- Ensure the financial health of the Association by working with the VP Finance and other Board members to manage budgets, monitor expenditures, and grow revenue streams.

Qualifications:

- Strong leadership experience, ideally within a non-profit or association.
- Proven track record of managing teams and driving organizational growth.
- Excellent public speaking, communication, and relationship-building skills.
- Strategic planning and financial oversight experience.
- Passion for CAUFP's mission and vision, with the ability to inspire others.

2. VICE PRESIDENT, CORPORATE PARTNERSHIPS – 2-Year Term

Position: The VP of Corporate Partnerships is responsible for cultivating and maintaining relationships with corporate partners to secure sponsorships and funding for CAUFP's programs. Reporting to the President and Advisory Board, this role involves developing partnership strategies that align with CAUFP's objectives and providing value to corporate sponsors.

Responsibilities:

- Design and implement comprehensive corporate partnership strategies, focusing on securing sponsorships for CAUFP's events, programs, and initiatives.
- Collaborate with the Marketing & Communications team to develop sponsorship packages and promotional materials that attract and retain corporate partners.
- Manage existing corporate relationships, ensuring sponsors receive value from their engagement with CAUFP and exploring opportunities for renewal and expansion.
- Attend industry and networking events to build connections with potential corporate sponsors and expand CAUFP's partnership network.
- Report to the Advisory Board on partnership success, sponsorship revenue, and key relationship metrics.

Qualifications:

- Proven experience in corporate partnership management, sales, or business development.
- Strong negotiation skills and the ability to build long-term relationships.
- Ability to work collaboratively with marketing and communications teams to develop promotional materials.
- Excellent communication and presentation skills.
- Understanding of sponsorship best practices and ability to measure partnership success.

3. VICE PRESIDENT, COMMUNITY PARTNERSHIPS – 2-Year Term

Position: The VP of Community Partnerships is responsible for building relationships with community organizations, educational institutions, and non-profit entities to support CAUFP's mission. This role focuses on engaging underrepresented communities, particularly youth and students, to drive involvement in CAUFP's programs. The VP reports to the President and Advisory Board.

Responsibilities:

- Develop and execute strategies for building partnerships with community organizations, universities, and youth groups, creating pathways for collaboration that support CAUFP's programs.
- Identify key community stakeholders and cultivate relationships to increase CAUFP's visibility within educational and community sectors.
Work closely with the Programming team to design community-driven events and initiatives, such as youth summits, high school workshops, and professional development opportunities for students.
- Manage community sponsorships and partnerships, ensuring mutual benefit and delivering on promises made to partners.
- Regularly assess the effectiveness of community partnerships by tracking engagement levels, partnership satisfaction, and the success of co-hosted initiatives.

Qualifications:

- Experience in community relations, partnership development, or a related field.

- Ability to engage effectively with a wide variety of community organizations, including educational institutions.
- Strong leadership, organizational, and strategic thinking skills.
- Proven experience working with youth, students, or marginalized groups.
- Excellent verbal and written communication skills.

4. VICE PRESIDENT, PROGRAMMING – 2-Year Term

Position: The VP of Programming oversees the creation and delivery of CAUFP's programming, ensuring that all initiatives align with the Association's strategic objectives. This includes managing events, workshops, and professional development programs. The VP reports to the President and Advisory Board and is responsible for ensuring high-quality execution across all program areas.

Responsibilities:

- Lead the development of CAUFP's programming calendar, ensuring all events, workshops, and initiatives align with organizational goals and member needs.
- Collaborate with event coordinators, program directors, and external partners to ensure the seamless execution of events, including speaker engagement, venue selection, and logistics.
- Provide leadership and guidance to the Programming team, ensuring they have the resources needed to deliver successful programs.
- Regularly review program performance by gathering participant feedback, monitoring attendance, and tracking key performance metrics.
- Report to the Advisory Board about program outcomes, identifying opportunities for improvement and growth.

Qualifications:

- Strong leadership experience, with a background in event management or program delivery.
- Proven ability to manage multiple programs and events simultaneously.
- Excellent organizational and project management skills.
- Experience working with external partners, sponsors, and speakers.
- Ability to analyze program data to improve effectiveness and drive future success.

5. VICE PRESIDENT, FINANCIAL LITERACY – 2-Year Term

Position: The VP of Financial Literacy is responsible for developing and delivering financial literacy programs that align with CAUFP's mission. This role involves partnering with financial experts and institutions to provide valuable educational content for members and the wider community. The VP reports to the President and Advisory Board.

Responsibilities:

- Develop financial literacy programs, workshops, and seminars focused on key topics such as budgeting, investing, and financial planning.

- Partner with financial institutions, experts, and sponsors to design educational content and resources for CAUFP's programs.
- Ensure all financial literacy initiatives align with CAUFP's broader goals of promoting financial inclusion and empowerment within the Black community.
- Track and report on program success by gathering feedback, monitoring attendance, and assessing participant learning outcomes.
- Collaborate with the VP of Programming to integrate financial literacy content into broader CAUFP initiatives.

Qualifications:

- Experience in financial education, financial services, or a related field.
- Strong leadership and program development skills.
- Proven ability to work with financial professionals and organizations to deliver educational programs.
- Strong organizational skills and the ability to manage multiple initiatives.
- Passion for promoting financial literacy and inclusion.

6. VICE PRESIDENT, WESTERN CHAPTER – 2-Year Term

Position: The VP of the Western Chapter leads CAUFP's expansion and presence in Western Canada. This role focuses on building relationships with local organizations, increasing membership, and organizing regional events. The VP reports to the President and Advisory Board, playing a key role in growing CAUFP's influence and impact in the region.

Responsibilities:

- Develop and implement a strategic plan to grow CAUFP's presence in Western Canada, focusing on membership growth, event participation, and local partnerships. Build and maintain relationships with local corporations, community groups, and educational institutions to create opportunities for collaboration.
- Organize and oversee regional events, such as networking opportunities, professional development workshops, and community outreach programs.
- Track membership growth and engagement in the region, regularly reporting outcomes to the Advisory Board.
- Identify local trends and opportunities for CAUFP to better serve its members in Western Canada.

Qualifications:

- Experience in chapter leadership, regional management, or business development.
- Proven ability to build partnerships and expand membership in new regions.
- Strong organizational and event planning skills.
- Experience leading teams and working collaboratively with external partners.
- Passion for promoting CAUFP's mission and vision.

7. VICE PRESIDENT, MARKETING & COMMUNICATIONS – 2-Year Term

Position: The VP of Marketing & Communications is responsible for promoting CAUFP's brand, managing public relations, and overseeing all communication efforts, both internal and external. This includes managing digital media, developing content strategies, and engaging with members and stakeholders. Reporting to the President and Advisory Board, this role is crucial for increasing CAUFP's visibility and influence.

Responsibilities:

- Develop and execute a comprehensive marketing and communications plan that aligns with CAUFP's mission and objectives.
- Oversee CAUFP's digital presence, including website updates, social media engagement, and email campaigns.
- Collaborate with the Programming and Corporate Partnerships teams to promote events, initiatives, and sponsorship opportunities.
- Manage public relations efforts, including media outreach, press releases, and speaking engagements.
- Track and report on the effectiveness of marketing campaigns, social media engagement, and overall brand visibility.

Qualifications:

- Experience in marketing, communications, or public relations, with a strong understanding of digital media.
 - Strong writing, editing, and content creation skills.
 - Proven ability to manage multiple marketing initiatives and measure their success.
 - Strong leadership and team collaboration skills.
- Experience working with non-profit organizations is a plus.

8. VICE PRESIDENT, MEMBERSHIP – 2-Year Term

Position: The VP of Membership is responsible for growing and retaining CAUFP's membership base. This role focuses on developing strategies to engage current members while attracting new ones, ensuring that CAUFP provides value to all its members. Reporting to the President and Advisory Board, the VP of Membership plays a key role in driving the organization's growth.

Responsibilities:

- Lead membership recruitment and retention efforts, ensuring CAUFP meets its growth targets.
- Develop strategies for engaging current members, gathering feedback, and improving membership satisfaction.
- Collaborate with the Marketing and Programming teams to highlight membership benefits and promote CAUFP's value proposition.
- Track and analyze membership growth, retention rates, and engagement metrics.
- Report regularly to the Advisory Board on membership trends and outcomes.

Qualifications:

- Experience in membership development or customer engagement.
- Strong communication and relationship management skills.
- Ability to analyze membership data and develop actionable insights.
- Experience working with member-based organizations or non-profits.
- Proven ability to develop and execute successful recruitment strategies.

9. VICE PRESIDENT, CORPORATE GOVERNANCE – 2-Year Term

Position: The VP of Governance is responsible for managing the administrative and governance functions of the Board of Directors, ensuring that CAUFP complies with legal and regulatory requirements. The VP of Governance ensures that all Board decisions are properly documented and communicated. This role reports to the President and Advisory Board.

Responsibilities:

- Prepare and distribute agendas and meeting minutes for all Board and Annual General Meetings.
- Ensure that all official acts of the Board are recorded and filed, including maintaining CAUFP's Minute Book and other legal documents.
Manage CAUFP's governance calendar, ensuring that all regulatory filings and compliance requirements are met.
- Oversee the Association's incorporation status and ensure annual filings are completed on time.
- Track Board member terms, appointments, and legal responsibilities.

Qualifications:

- Strong organizational skills and attention to detail.
- Familiarity with legal and regulatory compliance in a non-profit setting.
- Experience in administrative or governance roles.
- Excellent writing and documentation skills.
- Legal background preferred but not required.

10. VICE PRESIDENT, TALENT ACQUISITION – 2-Year Term

Position: The Vice President of Talent Acquisition plays a key role in managing CAUFP's talent database, sourcing qualified candidates, and connecting them with corporate recruiters. Reporting to the President and Corporate Advisory Board, this role is responsible for developing strategic recruitment initiatives to attract diverse and skilled individuals who align with CAUFP's mission.

Responsibilities:

- Build and maintain a robust talent database, ensuring accurate and up-to-date candidate information.
- Source candidates through job boards, social media, and networking events, focusing on building a diverse and inclusive talent pool.

- Screen and assess candidates to ensure they meet the qualifications and fit the culture of CAUFP and its partners.
- Collaborate with corporate recruiters to match candidates with hiring needs.
- Cultivate relationships with candidates and corporate recruiters to ensure a positive recruitment experience.
- Track and analyze recruitment metrics to assess the effectiveness of strategies and generate insights for continuous improvement.

Qualifications:

- Proven experience in talent acquisition or recruitment, with familiarity in applicant tracking systems and HR databases.
- Strong communication and interpersonal skills.
- Excellent organizational and time management abilities to handle multiple tasks in a fast-paced environment.
- Analytical skills to track and analyze talent acquisition metrics.
- Bachelor's degree in human resources, Business Administration, or a related field is preferred.

11. VICE PRESIDENT, FINANCE – 2-Year Term

Position:

The VP of Finance is responsible for overseeing the financial management of CAUFP, ensuring that the organization maintains financial stability and transparency. Reporting to the President and Advisory Board, this role involves managing budgets, financial reporting, and ensuring compliance with regulatory and legal requirements. The VP of Finance plays a critical role in guiding CAUFP's financial strategy and ensuring alignment with its mission and goals.

Responsibilities:

- Develop and oversee the annual budget, ensuring alignment with CAUFP's strategic priorities.
- Prepare and present regular financial reports to the Board of Directors and the Advisory Board, providing insights into financial performance, forecasts, and risks.
- Manage the financial operations of CAUFP, including accounting, audits, and financial compliance. Ensure all financial practices adhere to relevant regulations and legal standards.
- Work with other VPs to ensure proper allocation and management of financial resources for various programs and initiatives.
- Collaborate with the VP of Corporate Partnerships and other board members to develop financial projections and strategies to support fundraising efforts.

Qualifications:

- Proven experience in financial management, budgeting, and reporting, preferably within a non-profit or association.
- Strong understanding of accounting principles and financial compliance.
- Excellent analytical skills and attention to detail.
- Ability to communicate complex financial information to non-financial stakeholders.

- CPA designation or equivalent financial qualification preferred.

12. VICE PRESIDENT, VOLUNTEER EXPERIENCE – 2-Year Term

Position: The VP of Volunteer Experience is responsible for recruiting, onboarding, and retaining CAUFP's volunteers, ensuring they remain engaged and motivated to support the Association's mission. This role involves overseeing Volunteer Experience Directors, tracking volunteer retention, and developing innovative strategies to keep volunteers involved and valued. Reporting to the President and Corporate Advisory Board, this role plays a crucial part in ensuring CAUFP's volunteers contribute meaningfully to its initiatives.

Responsibilities:

- Lead the recruitment, interviewing, and on-boarding of new volunteers, ensuring they are matched with roles that align with their skills and interests.
- Develop and implement an off-boarding process for volunteers who are completing their service, ensuring a smooth transition, and maintaining relationships for future opportunities.
- Track volunteer retention, satisfaction, and engagement, identifying trends and creating solutions to improve volunteer satisfaction and longevity. Report findings to the Advisory Board.
- Design innovative volunteer engagement strategies, including recognition programs, training sessions, and social events, to keep volunteers motivated and committed to CAUFP's mission.
- Regularly assess volunteer feedback and adjust the program to enhance the overall volunteer experience.

Qualifications:

- Proven experience in people management, recruitment, or human resources.
- Strong leadership and communication skills, with the ability to motivate and inspire volunteers.
- Excellent organizational and problem-solving abilities.
- Ability to track data and use insights to improve volunteer retention and engagement.
- Experience creating recognition and engagement programs and initiatives.

