



2026 BOARD OF DIRECTORS – ROLES AND RESPONSIBILITIES

1. 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.

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 PARTNERSHIP – 2 Year Term

Position

The Vice President of Community Partnership holds an executive position on the board of directors, reporting to the President and Corporate Advisory Board. This role involves spearheading the strategic direction and execution of all funding activities, aimed at enhancing external support for the Association's mission and programs. This includes fostering strategic partnerships with various community entities such as Youth/Student Groups, Professional Associations, Upskilling partners, and Academic institutions.

Responsibilities

- Devise and execute strategies for innovative value proposition programs with community partners.

- Set annual and long-term goals for member value through strategic partnerships with community partners.
- Collaborate with the Portfolio Lead of Community Partnership to operationalize campaigns, including negotiation, maintenance, and recognition of community sponsors.
- Oversee design and implementation of sponsorship packages and communications with sponsors in conjunction with the VP, Marketing & Communications.
- Provide revenue and cost projections with the VP, Finance, for the annual organizational budget.
- Develop data-driven assessments for funding goals.
- Manage reporting on partnership benefits, calculate success metrics, and explore opportunities for expanding corporate partnerships.
- With the Portfolio Lead of Community Partnership, oversee the Association's programming for Youth, including the annual Youth and High School Summits.

Qualifications

- **Strategic Leadership:** Demonstrated team leadership experience with a track record of success, showcasing the ability to lead teams effectively in achieving program strategies and goals.
- **Partnership Development and Sales Acumen:** Proven experience in sales and prospecting, coupled with a strong ability to foster and manage strategic partnerships.
- **Exceptional Communication and Relationship Building:** Outstanding communication and relationship-building skills, enabling the conceptualization of complex issues, design of effective solutions, and the ability to convey program goals to donors in a concise and compelling manner.
- **Financial and Organizational Expertise:** Strong financial acumen, including the ability to provide accurate revenue and cost projections, and exceptional organizational and time management skills with a keen attention to detail and a commitment to excellence.
- **Analytical and Solution-Oriented Approach:** Ability to conceptualize issues, design solutions, make decisions, and implement program strategies and activities, demonstrating an analytical and solution-oriented mindset.

4. VICE PRESIDENT, PROGRAMMING – 2 Year Term

Position

The Vice President, Programming, is an executive member of the board of directors of the Association, accountable to the President and Corporate Advisory Board. Reporting to the President, the Vice President, Programming, holds overall strategic and operational responsibility for all program areas, ensuring seamless team management and development, program delivery, and quality control and evaluation.

The Vice President, Programming, will build and lead a team, including the Chapter Leads, Portfolio Lead of Programming, Vice President of Partnership, and Vice President of Financial Literacy, to execute CAUFP programs and initiatives.

Responsibilities

Overall Programming Development and Delivery:

- Responsible for the development and delivery of all Association programming aligned with its objectives and strategies.
- Manage the Association's programming calendar, including committee and special events.
- Engage with speakers and organizations for program delivery, including event space sourcing.
- Establish consistent and objective program performance standards.
- Provide programmatic leadership and input for strategic plan implementation processes with the President and the Board.

Operational Leadership:

- Provide effective and inspiring leadership, actively involved in all programs and services.
- Identify opportunities for leveraging cross-program strengths to address challenges or pursue new opportunities.
- Coordinate the annual operations plan calendar with the Portfolio Lead, Programming.
- Identify best practices and enhance internal systems for future needs and budget realities.
- Lead the performance management process, measuring progress against organization goals through a Balanced Scorecard metric.

Qualifications

- **Leadership:** Demonstrated prior leadership experience with a successful track record.
- **Project Management:** Strong project management skills, managing complex projects resulting in measurable successes and program growth.
- **Facilitation:** Experience leading/facilitating workshops.
- **Team Collaboration:** Experience working with high-performance, collaborative, constructive teams.
- **Communication:** Excellent presentation and writing skills

5. VICE PRESIDENT, MARKETING & COMMUNICATIONS – 2 Year Term

Position

The Vice President, Marketing & Communications, an executive board member, reports to the President and Corporate Advisory Board. This role involves setting and guiding the strategy for CAUFP's communications, website, and public relations to consistently convey the organization's mission. The Vice President will oversee a team, including the Portfolio Lead of Marketing & Communications and Graphic Designer.

Responsibilities

- Develop and implement an integrated strategic communications plan to enhance the Association's brand identity, broaden awareness of its programs, and increase visibility across key stakeholder audiences.
- Refine the marketing strategy to boost brand awareness online and on social media platforms, ensuring a consistent brand message.
- Determine effective strategies for social media channels, optimizing engagement and reach.
- Oversee the creation of marketing materials for events, sponsorships, and membership engagement to maintain brand consistency.
- Enforce brand guidelines and ensure creative designs adhere to standards.
- Implement effective communication and marketing vehicles to create momentum, test activity effectiveness, and engage with press and partners.
- Actively cultivate relationships with the press and other partners for coverage of CAUFP programs, events, and announcements.
- Manage communications and marketing budgets and plans.

Qualifications

- **Leadership and Strategy:** Demonstrated leadership experience with a track record of success. Proven collaborative style with experience in developing and implementing communications strategies.
- **Marketing and Communications Expertise:** Experience in marketing, PR, or communications preferred. Ability to transform knowledge into compelling messages for various audiences through optimal distribution channels.
- **Communication Skills:** Excellent writing/editing and verbal communication skills. Clear and concise presentation abilities.
- **Digital Media and Technology:** Familiarity with new media technologies, including the latest social media platforms.
- **Strategic Thinking:** Ability to conceptualize issues, design solutions, make decisions, and effectively implement program strategies and activities.

6. VICE PRESIDENT, CORPORATE GOVERNANCE – 2 Year Term

Position

The Vice President, Corporate Governance, an executive member, follows bylaws for appointments and is accountable to the Board. Working closely with the Chair of the Corporate Advisory Board and the Association President, the Vice President, Corporate Governance is responsible for:

Responsibilities

- Creating and distributing agendas for Board meetings and the Annual General Meeting.
- Accurately recording and distributing minutes for Board, Executive Committee, and Corporate Advisory Board meetings, as well as the Annual General Meeting.

- Developing and maintaining an up-to-date Board planning calendar.
- Managing a comprehensive contact list of board members with appointment dates, term details, and bios.
- Updating the Association's Minute Book and legal documents.
- Overseeing the Association's incorporation, not-for-profit status, and facilitating annual filings.
- Ensuring all official acts of the Board are recorded in the minutes.

Qualifications

- Commitment to and clear understanding of the Association's mission.
- Knowledge of meeting procedures, decision-making rules, and governance policies.
- Superior writing proficiency.
- Legal or Compliance background (preferred but not required).

7. 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.

8. BC CHAPTER LEAD – 2 Year Term

Position

As the Chapter Lead, reporting directly to the President, your pivotal role involves spearheading the development and execution of the Association's strategic initiatives across Canada, driving membership growth, and establishing key partnerships with corporations, regulatory bodies, universities, and community partners.

Responsibilities

- Formulate strategic plans for the Association's outreach program by identifying and mobilizing the appropriate functional team to implement these strategies.
- Proactively cultivate and manage relationships with potential partners within a designated region, with a keen focus on business development opportunities.
- Recruit and lead a team of volunteers dedicated to executing the Association's region-specific initiatives, encompassing event planning, venue acquisition, securing speakers, and collaborating with organizations for event programming.

Qualifications

- **Organizational and Strategic Skills:** Superior organizational skills with an innate ability to prioritize effectively. Possess a strategic mindset, particularly in identifying and capitalizing on business development opportunities.
- **Communication Skills:** Excellent written and verbal communication and presentation skills. Ability to communicate effectively with a diverse range of audiences.
- **Collaboration and Leadership:** Proven teamwork and collaboration skills, essential for leading a dynamic team in executing strategic initiatives.
- **Business Development:** Proactively engage and manage relationships with potential partners, demonstrating a keen focus on business development opportunities.

9. VICE PRESIDENT, WESTERN CHAPTER – 2 Year Term

Position

As the Vice President, Western Chapter, reporting directly to the President, your pivotal role involves spearheading the development and execution of the Association's strategic initiatives across Canada, driving membership growth, and establishing key partnerships with corporations, regulatory bodies, universities, and community partners.

Responsibilities

- Formulate strategic plans for the Association's outreach program by identifying and mobilizing the appropriate functional team to implement these strategies.
- Proactively cultivate and manage relationships with potential partners within a designated region, with a keen focus on business development opportunities.

- Recruit and lead a team of volunteers dedicated to executing the Association's region-specific initiatives, encompassing event planning, venue acquisition, securing speakers, and collaborating with organizations for event programming.

Qualifications

- **Organizational and Strategic Skills:** Superior organizational skills with an innate ability to prioritize effectively. Possess a strategic mindset, particularly in identifying and capitalizing on business development opportunities.
- **Communication Skills:** Excellent written and verbal communication and presentation skills. Ability to communicate effectively with a diverse range of audiences.
- **Collaboration and Leadership:** Proven teamwork and collaboration skills, essential for leading a dynamic team in executing strategic initiatives.
- **Business Development:** Proactively engage and manage relationships with potential partners, demonstrating a keen focus on business development opportunities.

10. 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.

11. 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.

12. VICE PRESIDENT, VOLUNTEER EXPERIENCE - 2 Year Term

Position

The Director 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 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 onboarding 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.