

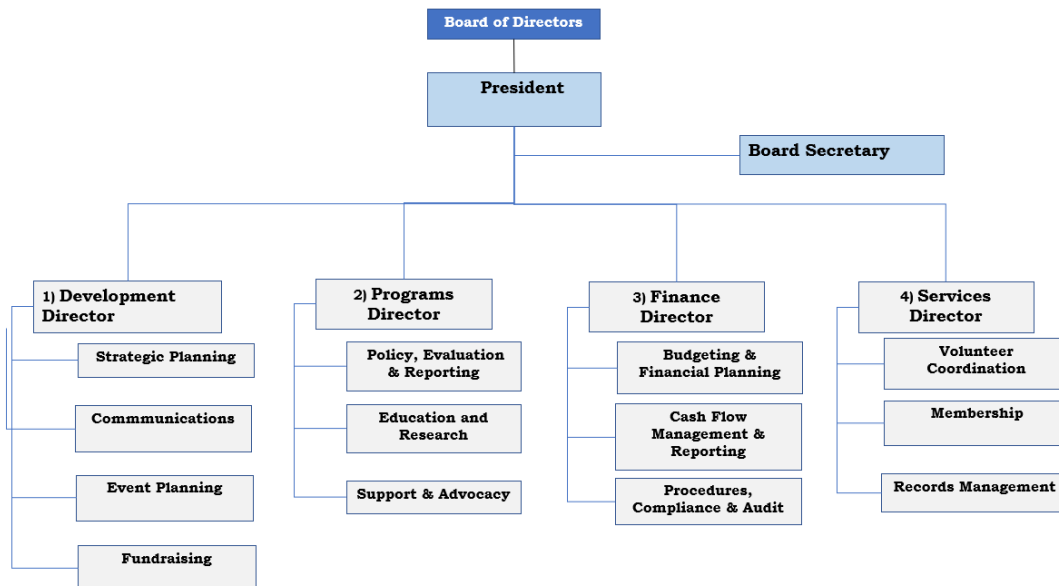


NOMINATION INFORMATION FOR ANNUAL GENERAL MEETING MARCH 29, 2023

The Annual General Meeting of the Lupus Foundation of Jamaica is to be held on **Wednesday March 29, 2023** at 6 pm. **Nominations are invited for Board positions for the 2023/2024 administrative year.**

- Eligibility for Nomination:** Persons nominated will need to be active members the LFJ (up to AGM date) and receive two or more nominations from active members of the LFJ, to be considered. In addition, nominees will be required to confirm that they accept nomination for the position, declare no conflicts of interest, and consent to other requirements for service, to be put forward as candidates.
- Roles & Functions of Board Members:** The **Organisation Chart** below illustrates the current Governance Structure including committees overseen by Directors. A brief **Description of Board positions** is also provided to assist in appropriate selection of candidates.
- General Expectations:** In general, Board Members should be prepared to commit 10 hours per month to their role, to attend monthly meetings and occasional Board retreats, provide reports as required, participate in strategic planning, participate in fundraising initiatives and serve on committees, in the interest of the LFJ.
- Submission of Nominations:** The completed Nomination form may be submitted by mail, email, fax or hand-delivery and should be received **by Wed March 22, 2023, 4 pm** at **7 Barbados Avenue, Kingston 5, 8767548458, or info@lupusfoundationjamaica.org**. Members are encouraged to confirm that their submitted nomination forms have been received and logged.
- Unfilled positions:** For any vacancies that remain after the AGM, the members of the elected board (2023/24), once formed, are authorized to recruit and co-opt suitable persons for Board service. Persons not elected or not available to take on full Board service may be co-opted to serve on the Committees listed below or other special committees.

Organisation Chart





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Description of Board Positions:

Development Director: LFJ Ambassador with planning and marketing skills and able work with potential donors, sponsors and supporters. Able to dedicate 10 hours per month on a regular basis.

Financial Director: Strategist who will work closely with the president by taking a proactive stance in managing the organizations finances. Requires a donation of 10 hours per month.

Services Director: An Administrative and HR wizard who can think on his/her feet and follow through with deliverables. Able to delegate and get results.

Programmes Director: An analyst and wordsmith able to gather statistics regarding the effectiveness of our current programs as well as managing the review and updating the organizations documents.

Board Member at-large: These are very valuable board members who form sub-committees, provide advice and pitch-in wherever there is a requirement.

Youth Member: Lupus Patient or family member, age 18 – 30: Good communicator and connector who can serve on committees and contribute to Youth engagement including Education, Communication & Membership

Current (Outgoing) Board Members 2022/23

Position	Board Member Name	Years of LFJ Board Service	Committee	Available for Board Service 2022/23
President Emeritus	Karel De Ceulaer (Dr)	31	Development, Education	
President	Desiree Tulloch-Reid (Dr)	13	Development, Finance	
Secretary	Yanique Watson (Ms)	1	Services, Administration	
Development Director	Alison Miller-Green (Actg)	1	Development	
Finance Director	Audrey Malcolm (Ms)	2	Finance	
Programmes Director	Olga Browne (Mrs)	2	Programmes, Services	
Services Director	Joel Holding (Mr)	1	Services	
Board Member At Large	Cedric McDonald (Mr)	7	Development	
Board Member At Large	Algernon O'Neill (Mr)	7	Development, Finance, Administration	
Board Member At Large	Marion Ebanks (Mrs)	2	Finance	
Board Member At Large (Chaplain)	Sybil McLean (Ms)	3	Services, Development	
Board Member At Large (Youth)	Krista-Ramone Trowers	1	Development	



NOMINATION FORM

NOMINEE INFORMATION

Position for which person is being nominated:

- President Board Secretary Director Development Director Programmes
 Director Finance Director Services Board Member At Large Youth member

Full Name _____

Email address _____ Telephone Contact _____

Profile (What qualification, achievements and attributes does the nominee possess?)

The above person has been made aware that they are being nominated for this position Yes No

MEMBER MAKING NOMINATION

Full Name _____ Member since _____

Email address _____ Telephone Contact : _____

Declaration by Nominating Member:

- I am a member in good standing.
 I have read and understood the Nomination Instructions
 I consider the above nominee(s) to be suitable and available for board Leadership

Signature _____ Date _____

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