Frequently Asked Questions (FAQ)

CBF Board of Directors Expression of Interest

This FAQ provides practical information for prospective candidates and complements the formal CBF Board of Directors Expression of Interest. If there is any inconsistency, the published EOI and CBF governing documents prevail.

ELIGIBILITY AND EXPERTISE

1. What is the Caribbean Biodiversity Fund (CBF), and why is it seeking new Directors?

CBF is a regional environmental fund established to provide stable, long-term financial resources for biodiversity conservation, ecosystem-based adaptation and related environmental priorities across the Caribbean. CBF is seeking suitably qualified individuals to help fill vacant seats on its skills-based Board and strengthen the mix of expertise, regional knowledge, independence and perspectives available to the organization.

2. Who may submit an Expression of Interest?

Expressions of Interest may be submitted directly by interested individuals or on their behalf by a CBF Member, National Conservation Trust Fund (NCTF), CBF Director or other recognized stakeholder.

3. Do I need to be nominated by another person or organization?

No. Individuals may submit an Expression of Interest on their own behalf. A nomination from another person or organization is not required.

4. What areas of expertise is CBF seeking?

CBF is particularly interested in senior-level experience in one or more of seven areas: Conservation Finance and Environmental Fund Management; Biodiversity Conservation; Risk Management and Investment Oversight; Strategic Communications and Stakeholder Engagement; Advocacy, Partnerships and Resource Mobilisation; Legal and Corporate Governance; and Institutional Development and Capacity-Building.

5. Do I need to demonstrate expertise across all seven areas?

No. Candidates are expected to bring depth in one or more relevant competency areas. The Nominations Committee will consider each candidate in relation to CBF's priority skills needs and the overall balance of the Board.

6. Is previous Board experience required?

Previous Board service or experience providing strategic oversight is an asset, but the EOI does not make it an absolute requirement. Candidates should demonstrate senior-level leadership, sound judgement, integrity and the ability to contribute strategically to CBF.

7. Do I need to live in the Caribbean or hold Caribbean citizenship?

The EOI does not specify a residency or citizenship requirement. Candidates will, however, be assessed on their ability to contribute to CBF's regional mandate, including relevant Caribbean knowledge or professional experience as part of the overall assessment.

BOARD SERVICE EXPECTATIONS

8. What is the expected term of appointment and proposed start date?

The current EOI anticipates a two-year term, renewable in accordance with CBF's governing documents and agreed rotation arrangements. The proposed start date is October 1, 2026.

9. Is service on the CBF Board paid?

No. Board service is voluntary and does not carry remuneration. Details on any applicable reimbursement arrangements for approved Board-related activities or travel will be provided to candidates invited to advance in the process.

10. How frequently does the CBF Board meet?

CBF's governing documents require at least one Board meeting each year. Additional Board meetings may be convened during the year as needed to address CBF's strategic, fiduciary and governance responsibilities. Meeting dates are generally planned in advance where possible, with additional meetings called when necessary.

11. What level of time commitment should a Director expect?

As an indicative planning estimate, candidates should expect to commit approximately 4-6 hours per month on average. This includes reviewing Board materials, preparing for and participating in meetings, contributing to committee work where appointed, and occasional additional strategic or governance activities. The actual commitment may be higher during periods of significant Board or committee activity.

12. Are Board meetings virtual or in person?

CBF's governing documents allow meetings to be held electronically, including by telephone or video conference. The Annual General Meeting is generally expected to be held in person unless otherwise specified in the Operational Manuals or approved by the Directors. Other in-person meetings may also be scheduled when appropriate.

13. Will Directors be expected to serve on Board committees or travel?

Directors may be asked to participate in Board committee work where required. Directors may also have opportunities to represent CBF at regional or international meetings, convenings and other strategic engagements, including travel where appropriate. Specific committee assignments and travel expectations will depend on organizational needs.

APPLICATION AND SELECTION PROCESS

14. What must I submit with my Expression of Interest?

Applicants should submit: (i) a current CV outlining relevant professional and Board-level experience; (ii) a concise statement describing their relevant experience and the contribution they believe they could make to the CBF Board; and (iii) an initial disclosure of any actual or potential conflicts of interest relevant to possible Board service.

15. What should I disclose regarding conflicts of interest?

Applicants should identify any actual or potential conflicts of interest that may be relevant to possible Board service. Candidates who advance may be asked to provide additional information as part of CBF's due-diligence and conflict-review process. Directors are expected to exercise independent judgement and comply with CBF's ethical, confidentiality and conflict-of-interest requirements.

16. How will candidates be assessed?

The Nominations Committee will assess candidates against the Board's identified skills requirements and broader composition considerations. The assessment considers evidence of relevant expertise and experience as well as matters such as Caribbean or regional experience, independence and conflicts, Board composition and diversity, and readiness and capacity for Board service. Scores support, but do not replace, Committee judgement.

17. Will candidates be interviewed?

Candidates being considered for advancement may be invited to participate in a brief Candidate Conversation. This is intended to supplement the written assessment, confirm Board readiness and judgement, and provide an opportunity to clarify the candidate's potential contribution. It is not intended to duplicate the full written assessment process.

18. What happens after applications are submitted, and who makes the final appointment?

Following the close of the EOI period, applications will be reviewed in accordance with CBF's approved nomination, due-diligence and appointment process. The Nominations Committee will assess the candidate pool and recommend shortlisted candidates. Formal appointment authority remains with the CBF Board of Directors. An Expression of Interest does not constitute a formal nomination and does not guarantee shortlisting or appointment.

19. Will my application be kept confidential?

Yes. The EOI states that all Expressions of Interest will be treated confidentially and reviewed through CBF's approved nomination, due-diligence and appointment process.

20. What is the deadline, how do I apply, and where can I send questions?

Expressions of Interest should be submitted by September 7, 2026 to secretariat@caribbeanbiodiversityfund.org using the subject line: [CBF Board Expression of Interest] - [Name]. Questions about the process may also be directed to the CBF Secretariat at the same email address.

For the formal Expression of Interest and application details, please refer to the CBF Board of Directors EOI published by the Caribbean Biodiversity Fund.