GOVERNMENT OF THE VIRGIN ISLANDS

VACANCY NOTICE

Tel: (284)468-2730
Official Government Website:
https://gov.vg

VACANCY NOTICE CHAIRMAN OF THE NON-PROFIT REGISTRATION BOARD

Release Date: 8 October, 2026



For Additional Information Contact:

Natasha Lettsome-Humphrey
Public Health Communications Specialist
Ministry of Health and Social Development
Telephone: 468-2286

Email: nlettsome@gov.vg

Gallery



GOVERNMENT OF THE VIRGIN ISLANDS

VACANCY NOTICE

CHAIRMAN OF THE NON-PROFIT ORGANISATION REGISTRATION BOARD

NON-PROFIT ORGANISATION REGISTRATION BOARD

The Government of the Virgin Islands, through the Ministry of Health and Social Development, invites applications from suitably qualified individuals to serve as **Chairman** of the Non-Profit Organisation Registration Board.

The Non-Profit Organisation Registration Board ("NPO Board") was established under the Non-Profit Organisations Act, 2012 and falls under the portfolio of the Minister for Health and Social Development.

The functions of the NPO Board are: to evaluate applications for registration; register non-profit organisations; review financial statements and reports; facilitate the development of the non-profit sector; promote an understanding of the role of non-profit organisations and investigate complaints that may arise.

In accordance with the Act, the Minister may appoint up to seven persons to serve on the Board, with the approval of Cabinet as follows:

1) three representatives from the community who are active members of a registered non-profit organisation;
2) a representative from the Joint Anti-Money Laundering and Terrorist Financing Advisory Committee, practicing in the private sector;
3) one person nominated by the Leader of the Opposition;
4) the Permanent Secretary or a Deputy Secretary, ex-officio;
5) the Registrar, ex-officio.

The Act further states that the Minister shall appoint a member to be the Chairman of the Board and another member to be the Deputy Chairman.

BOARD MEMBERS

Persons applying to serve on the NPO Board should have the professional competencies that exemplify integrity, respect, and a balance of skills and experience that supports the purpose of the Board.

IDEAL CANDIDATES SHOULD EMBODY/FULFILL THE FOLLOWING:

a) Be willing to make a professional commitment to the NPO Board in carrying out its functions;
b) Be willing to attend scheduled meetings, and actively contribute to NPO Board deliberations;
c) Possess leadership skills and experience in areas relevant to the Board's functions and responsibilities;
d) Commit to confidentiality, integrity, and good governance;
e) Demonstrate the ability to think strategically, manage complexity and act decisively;
f) Possess strong communication and i nterpersonal skills;
g) Exercise discretion and good judgement; and
h) Be an active member of a registered NPO.

TERM OF SERVICE

Members other than the ex-officio members shall hold office for a period not exceeding three years.

Members of the Board, who are not ex-officio members, are eligible for reappointment but shall not serve more than two consecutive terms.

COMPENSATION

With the exception of Public Officers, stipends are paid to members of the Board at rates determined by the House of Assembly.

HOW TO APPLY

Submit a Cover Letter and Résumé/ Curriculum Vitae that includes the following information:

1. Biographical information
2. Employment record
3. Areas of expertise – specialist knowledge
4. Educational background/qualifi fications
5. Community involvement
6. Previous Board experiences including Dates
7. Be an active member of a registered NPO.
8. Disability status
9. Disclosure of any criminal conviction, bankruptcy, or Conflict of Interest
10. References

Applications should be addressed to:

Permanent Secretary
Ministry of Health and Social Development
Government of the Virgin Islands
Road Town, Tortola VG1110
British Virgin Islands

Email: ministryofhealth@gov.vg

For more information, please contact the Ministry by email or call (284) 468-2174 /2272.

CLOSING DATE: 22nd OCTOBER, 2026

Additional Documents or Media

- chairman_of_the_non-profit_organisation_registration_board_10-5-2026.pdf