



## Swimming With A Mission Canada - Vice President

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**Location:** Canada

**Category:** Board Director

**Job Type:** Part-time Volunteer

**Application Deadline:** Sunday, June 16th, 2019; 11:59 PM

S.W.A.M. Canada is a non-profit volunteer organization that provides affordable, one-on-one swimming instruction to children with special needs. We have 14 Chapters across Canada, providing over 1000 children with swimming lessons each year. The Board of Directors is the legal authority for S.W.A.M. Canada. As a Member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization. There is no location requirement for S.W.A.M. Canada, as all our work is done remotely.

**We are currently recruiting for a Vice President to join our national Board of Directors.**

### **Requirements of Board membership include:**

1. Commitment to the work of the organization.
2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, or advocacy.
3. Willingness to serve on committees.
4. Attendance (whether physical or virtual) at monthly or bi-monthly Board meetings.
5. Attendance (whether physical or virtual) at meetings of assigned committees.
6. Attendance (whether physical or virtual) at Annual General Meetings.
7. Support of special events.
8. Support of, and participation in, fundraising events.

### **General Duties of a Director:**

A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy. Among other things, a Director must:

- Approve, where appropriate, policy recommendations, and its Standing Committees.
- Monitor all Board policies.
- Review the bylaws, policies, and board structure, and prepare any relevant amendments.
- Participate in the development of S.W.A.M. Canada's organizational plan and annual review.
- Approve S.W.A.M.'s budget.
- Serve as the Chair of one committee, as appropriate.
- Assist in developing and maintaining positive relations among the Board, the committees, the staff members, and the community to enhance S.W.A.M. Canada's mission.

**Specific responsibilities of the Vice President include, but are not limited to:**

- Working with the Board of Directors to develop and execute on objectives of S.W.A.M. Canada, ensuring goals and timelines are met
- Chairing monthly board meetings
- Heading all special ad-hoc projects
- Acting as a source of guidance and assistance in workshopping issues that arise
- Supporting and providing assistance to the President in their specified duties
- Serving on the Executive Committee
- Signing official documents of the organization, as required
- Assisting the President with onboarding and offboarding of directors
- Acting as the President in the event of his or her absence

**Must have requirements:**

- Undergraduate degree
- 2-5 years of professional work experience
- Project Management experience
- Ability to lead a team and build strong relationships
- Ability to execute on new tasks and projects from inception to completion
- Exceptional communication skills
- Must be available to commit 10-15 hours a month

**Nice to have:**

- Alumni of a S.W.A.M. Chapter
- Prior experience as a Chapter Executive
- Professional work experience from a business consulting environment
- Prior exposure to Boards of Non-Profit Organizations

**Term:**

Directors are elected by majority vote of Chapters at the Annual General Meeting or Member's Meetings. Directors serve for a two-year term. Directors may be released at the end of their elected term, by resigning, or according to S.W.A.M. Canada bylaws. Directors may not serve more than two consecutive terms.

**Application Process:**

To apply, please submit a Resume and Cover Letter to [nominations@swamcanada.ca](mailto:nominations@swamcanada.ca) with the subject line 'S.W.A.M. Application - Vice President'. The application deadline is **11:59 PM Sunday, June 16th**.