



Swimming With A Mission Canada - Director of Chapter Relations

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 Director of Chapter Relations 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.



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Specific responsibilities of the Chapter Relations Co-Director include, but are not limited to:

- Work alongside the Co-Director of Chapter relations to Chair the Chapter Relations Committee
- Advocate for Chapters, and act as the liaison between Chapters and the Board
- Manage and lead the Membership bi-annual meetings in September and January
- Screen new chapter applications and recommend new chapter approvals to the Board
- Provide ongoing support to all new and existing Chapter executive teams
- Act as regulatory body to ensure Chapters abide by Chapter agreements
- Perform annual reviews of Chapter agreements, fees, and insurance
- Collect and analyze data from Chapters
- Assist the Board in the planning and facilitation of the Annual General Meeting
- Ensure successful S.W.A.M. program execution across the country

Must have requirements:

- Undergraduate degree
- Prior S.W.A.M. executive experience
- The ability to lead, manage, delegate, and provide resources to all S.W.A.M. Chapters
- Strong problem solving and relationship building skills
- The ability to advise chapters on resolving conflicts and ad-hoc issues that may arise
- Must have the drive and persistency to ensure chapters abide by deadlines
- Exceptional communication skills (written and verbal)
- Must be available to commit 10-15 hours a month and be responsive to email queries within 72 hours

Nice to have:

- 1-2 years of professional work experience
- Project Management or Consulting experience

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 with the subject line 'S.W.A.M. Application - Director of Chapter Relations'. The application deadline is **11:59 PM Sunday, June 16th.**