



**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 Secretary 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 Secretary include, but are not limited to:**

- Serves on the Executive Committee
- Keeps copies of the organization's bylaws and the Board's policy statements
- Maintains our internal record-keeping by updating lists of Officers, Board Members, Committee Members, and ensuring overall organization of key documents
- Ensures efficient and well-organized board meetings by:
  - Scheduling and notifying Board Members of monthly board meetings
  - Gather and organize agenda to be sent out 1 week prior to Board meetings
  - Ensuring board meetings have quorum
  - Ensuring beforehand that Board Members have access to all reading materials as relevant to meetings
  - Keeping accurate minutes and records of attendance
  - Signing Board minutes and corrections to confirm their accuracy
  - Keeping copies of minutes and distributing to Board Members
- Conducts general Board correspondence
- Signs official documents of the organization, as required
- Files amendments to the bylaws and other incorporating documents with Corporations Canada
- Monitors S.W.A.M. Canada e-mail inbox, corporate phone line, mailbox, and Corporations Canada Board members roster
- Annually renew membership with Volunteer Canada

The ideal candidate may be a member from within our S.W.A.M. Community, such as an alumni, or the candidate may be external to organization with an interest in swimming, disabilities and non-profits. Additional requirements:

- Strong written and verbal communication skills
- Excellent organizational skills and ability to manage multiple tasks
- Strong commitment to supporting our Chapters
- Ability to work independently as well as within a team
- Familiarity using Doodle Poll and Google Forms
- Excellent attention to detail
- Willingness to take initiative
- Professional work experience is a strong asset

**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.



## Swimming With A Mission Canada - Secretary

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### **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 - Secretary'. The application deadline is **11:59 PM Sunday, June 16th**.