



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

- Serves on the Executive Committee
- Chairs the Finance Committee
- Responsible for the general financial oversight of the organization
- Develops and maintains the annual budget in consultation with the Finance Committee and the Board of Directors
- Generate Annual Financial Statements for the Annual Report
- Maintains all financial records of the organization
- Ensures compliance with all relevant legislations, specifically the CRA
- Liaise with Chapter Relations in collection of Chapter fees
- Advises the Board on strategic financial decision making
- Advises the Partnerships and Fundraising Director on key fundraising targets and overall fundraising strategy
- Assessing Chapter fundraising to distribute grant funds appropriately
- Ensures effective monitoring and reporting of all fundraising efforts

**Must have requirements:**

- Pursuing accounting designation (CPA) or has requisite experience
- Undergraduate degree with 1-3 years of professional work experience
- Strong self-guided research skills (e.g. ability to research and locate critical information from the CRA and Corporations Canada)
- Ability to advise the board on strategic financial objectives

**Nice to have:**

- Employed by a professional services audit firm
- Knowledge of NPO accounting standards

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