



Canadian Hospice Palliative Care Association

Association canadienne de soins palliatifs

CHPCA Board of Directors

Secretary/Treasurer: Expression of Interest 2024

Deadline for Submissions: Before or by 5pm EST Friday, June 7th, 2024

Opportunity:

The Canadian Hospice Palliative Care Association Board of Directors has an opening for the officer position of Secretary/Treasurer on the Board and is seeking Expressions of Interest from interested candidates.

Interested individuals are invited to respond to an Expression of Interest for the Secretary/Treasurer position; a position that once elected would begin after the Annual General Meeting in the fall 2024. This position is a two-year commitment and can be considered for an additional term of two years upon completion of the first term.

All completed submitted expressions of interest will be vetted and reviewed by the Nominations and By-Laws Committee with input as appropriate from the Executive Committee, and then presented to the full CHPCA Board in the fall for recommendation, consideration, vote and ratification.

If you are interested in the position, please write a letter completing the expression of interest questions and send it and a copy of your resume to Meg Milner, Chair, Nominations/By-Laws Committee at bealbycove2@gmail.com and/or Vivian Papaiz, President, Board of Directors at vivian.papaiz@canadorecollege.ca by 5pm EST, June 7th.

The Secretary/Treasurer Position is as follows:

Purpose:

1. The purpose and role of the Secretary/Treasurer is to oversee the financial position of the association and to report on the financial position of the association: quarterly to the Board of Directors; and annually to the Annual General Meeting.
2. The purpose of the Secretary/Treasurer is to ensure that the records and minutes of the CHPCA Board of Directors are maintained in accordance with the By-Laws.

Responsibilities:

The Secretary/Treasurer shall:

- Act as a member of the Executive Committee
- Oversee and review the monthly financial statements
- Call and preside over meetings of the Finance Committee, including development of the meeting agenda



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- Act as a member of the Audit Committee, not in position as Chair
- Ensure that the association's financial policies are respected
- Ensure that Secretary/Treasurer duties routinely carried out by the CHPCA staff are completed and reported to the Secretary/Treasurer
- Present the financial statements to the bi-annual Board of Directors meetings
- Approve the draft annual budget prior to presentation to the Board of Directors
- Oversee the preparation of the annual audited financial statements
- Sign the annual audited financial statements after they have been approved by the Board of Directors
- Present the annual audited financial statements to the Annual General Meeting
- Present the motion at the Annual General Meeting to appoint auditors for the association
- Sign the approved minutes of each Board of Directors meeting after the meeting minutes have been approved by the Board of Directors and will ensure that the minutes are maintained at the CHPCA office.

Qualifications:

- Knowledge and experience with regard to financial principles and analysis of financial statements
- Chartered Professional Accountant certification desirable
- Highly motivated with exceptional leadership qualities
- Excellent communications skills
- Able to work in a team/collaborative environment

Interested Candidates should submit a copy of their resume/CV along with an expression of interest letter outlining the following:

Briefly explain and-or give examples of what knowledge, experience, skills, attributes you have regarding either all or any of the following categories that would assist you in the officer role of Board Secretary/Treasurer.

Current and any previous position(s) on non-profit Board(s) (Specify)

Member of non-profit Boards or non-Board Committees (Specify)

Share with us why you would wish to become the Secretary Treasurer



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Share with us any **knowledge, experience, skills you have in the following:**

Experience: in financial expertise and leadership within a private or public organization.

Governance: knowledgeable in board mission, vision, governance principles, practices, policy, planning and input, resource allocation, impact on service delivery.

Communications: Knowledge of and - or experience in such areas as chairing the Finance Committee and reporting on financials and budgets to the Board, and other general communications

Advocacy: Knowledge of and – or experience in advocacy for Hospice Palliative Care, patients, families, caregivers and health system issues

Risk Management: Ability to identify and manage risk plus think critically about governance issues to ensure the effective CHPCA management of potential opportunities and adverse effects

Availability and Dependability: Demonstrated attribute in committing required time and submitting requested time sensitive responses needed including but not limited to preparation for and dedicated attendance and participation at meetings- committees etc.

Please add any **other information** you wish to share with regards to your expression of interest to serve as the Secretary Treasurer