



Canadian Hospice Palliative Care Association

Association canadienne de soins palliatifs

Expression of Interest: Volunteer Treasurer, CHPCA Board of Directors

Deadline for Submissions: Before or by 5pm ET June 30, 2026

Opportunity:

The Canadian Hospice Palliative Care Association (CHPCA) is seeking Expressions of Interest for the officer position of Secretary/Treasurer on the CHPCA Board of Directors.

While the formal officer title is Secretary/Treasurer, the role is primarily focused on financial oversight and governance responsibilities. The administrative and record-keeping duties associated with the Secretary component of the role, including preparation and maintenance of meeting minutes, are supported by CHPCA staff.

The successful candidate would begin their term following the Annual General Meeting in October 2026. The position is a two-year term, with the opportunity for renewal for one additional two-year term.

Expressions of Interest will be reviewed by the CHPCA Governance Committee, with recommendations brought forward to the full Board of Directors for consideration and ratification.

About the Role

The Secretary/Treasurer supports the financial stewardship and governance responsibilities of the Association by:

- Serving as the Chair of the Finance and Audit Committee, and a member of the Executive Committee
- Reviewing financial statements, budgets, and audit materials
- Supporting oversight of CHPCA's financial position, reporting, and financial governance practices
- Presenting financial updates to the Board of Directors and Annual General Meeting, in conjunction with the CEO
- Supporting oversight of the annual budget and audit process
- Acting as a signing authority for the Association in accordance with CHPCA financial policies and approval processes
- Signing approved audited financial statements as required



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This is a governance and oversight role rather than an operational bookkeeping position. CHPCA staff and external financial professionals support the day-to-day financial administration of the organization.

Qualifications and Experience

Candidates should demonstrate:

- Strong knowledge of financial principles, budgeting, and financial statement review and interpretation
- Experience, or knowledge of, providing financial oversight within a non-profit organization
- The ability to think critically about financial governance, accountability, and organizational risk
- Strong communication and collaborative skills

The following would also be considered assets:

- Previous experience serving on a non-profit Board or Finance Committee
- Experience with governance, strategic planning, or policy oversight
- A Chartered Professional Accountant (CPA) designation

Time Commitment

The Secretary/Treasurer participates in regular Board meetings, which occur approximately three times annually, typically in October, January, April, as well as the Annual General Meeting each fall. The role also includes participation in committee meetings throughout the year with the Finance and Audit Committee, typically meeting monthly and the Executive Committee meeting approximately every second month.

Additional time may be required periodically for the review of financial statements, budgets, audit materials, signing authority approvals, and other governance-related documents between meetings.

CHPCA staff provide administrative support for meetings, agendas, minutes, and financial documentation. Meetings are held virtually. While CHPCA may consider one in-person Board meeting annually when budget permits, no in-person meetings are currently planned for the 2026-2027 fiscal year.

Expression of Interest Submission

Interested candidates are invited to submit:



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- A current resume or CV; and
- A brief explanation of your interest in, or motivation for, serving in the role of Secretary/Treasurer.
- A brief Expression of Interest letter or email describing and/or giving examples of the knowledge, experience, skills, and attributes you would bring to the Secretary/Treasurer role and Executive Committee, with reference to some or all the following areas:
 - Relevant financial expertise and leadership experience
 - Previous Board, governance, or committee experience
 - Experience reviewing budgets, audits, or financial statements
 - Governance, risk management, or strategic planning experience
 - Your availability and ability to participate in meetings and committee work
 - Any knowledge or experience in hospice palliative care, healthcare, caregiving, or related sectors, particularly in an advocacy role.
 - Any other information you wish to share with regards to your expression of interest in serving as the Secretary/Treasurer.

Please note that responses do not need to be lengthy. Concise submissions are welcome.

Submissions and questions may be directed to:

Cheryl Spencer

Interim CEO, Canadian Hospice Palliative Care Association

cspencer@chpca.ca

On behalf of Board President, Elaine Klym, and Governance Committee Chair, Christine Gordon.

About CHPCA

The Canadian Hospice Palliative Care Association (CHPCA) — the national voice for hospice palliative care in Canada, is dedicated to the pursuit of excellence in care for persons approaching death so that the burdens of suffering, loneliness and grief are lessened. CHPCA operates in close partnership with other national organizations and continues to work to ensure that all people in Canada, regardless of where they may live, have equal access to quality hospice palliative care services for themselves and their family. Learn more at <https://www.chpca.ca>