



Charitable Registration #107999310 RR0001

Call for Nominations to Hydrocephalus Canada's Board of Directors (two-year term)

About Hydrocephalus Canada - Hydrocephalus Canada (HC) is a national charitable organization dedicated to connecting the spina bifida and hydrocephalus communities across Canada through services, support, education, awareness and research.

Call for Nominations - Hydrocephalus Canada is looking for a qualified candidate for the Treasurer position from diverse backgrounds with a professional background in accounting, business management or corporate finance. A CPA designation is highly preferred, but equivalent practical business experience is valued. **Candidates must reside in the GTA** due to mandatory reporting, banking and cheque-signing responsibilities and requirements. New directors are elected for a two-year term at our AGM starting September 2026.

Position Overview - The Treasurer is an officer of the Board of Directors responsible for overseeing the financial governance, compliance, and long-term sustainability of Hydrocephalus Canada. This is a strategic role focused on financial leadership and board reporting. Day-to-day transaction processing is handled by internal paid staff, and monthly reconciliation is completed by our contracted accountant.

Priority areas of skills and expertise:

- **Financial Management**-manage the organization's finances, including budgeting, financial planning and ensuring the organization operates within its budgetary constraints;
- **Financial Reporting**-present financial reports to the Board of Directors and the membership, including the organization's income and expenses, assets and liabilities and other financial performance indicators;
- **Internal Controls**-ensure and/or establish proper internal controls to safeguard the organization's assets and prevent fraud or misuse of funds;
- **Compliance**-ensure organization is compliant with all relevant financial and accounting regulations, legal requirements or reporting obligations specific to charities;
- **Banking and Investments**- act as a signatory as required for financial transactions, regulatory and other reports and/or applications. Oversee management of the organization's bank accounts, involved in decision-making related to investments, subject to the investment policy;
- **Strategic Financial Planning**-collaborate with Board and staff to develop long-term financial strategies that align with organization's mission and goals;
- **Annual Audit**-liaise with the organization's auditor and be involved in the annual audit to ensure the accuracy and transparency of the financial statements;
- **Financial Literacy**-advance the knowledge of Board Members to ensure informed decisions can be made. Ability to interpret Canadian non-profit financial standards (ASNPO) and tracking of restricted grant funds;
- **Collaborative Partnership**-work closely with senior and financial staff, providing oversight, support and advice.

Time Commitment & Involvement:

- \$25 annual membership fee;
- Participation in 6 virtual teleconference board meetings to contribute points of view, make constructive suggestions and help drive decisions that benefit the organization's mission and goals;
- Participation on 1-2 Board Committees - 3-4 committee meetings per year;
- Leverage skills, expertise and contacts to provide staff with support needed to operationalize and execute strategic plans to serve the organization's constituencies where required;
- Directors are expected to be knowledgeable about the organization and the conditions;
- Assist in fundraising efforts and initiatives if possible;
- Attend Annual General Meeting in September and other special meetings as needed including some fundraising events;
- Assume Board leadership roles when asked;
- Directors are expected to enhance our public standing by actively promoting our mission and accomplishments to the public, and by means of personal contacts, assist in the cultivation of partnerships;

Why Join Hydrocephalus Canada's Board?

Serving as Treasurer on the Board of Directors offers an opportunity to use your financial knowledge and leadership experience to strengthen our national mission and make a meaningful difference in the lives of individuals and families impacted by the

Please forward by email your resume and/or curriculum vitae to staff liaison Shauna Beaudoin at sbeaudoin@hydrocephalus.ca by September 11, 2026

Attention: Amy St. Aubin, Chair

Hydrocephalus Canada

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Liability

Hydrocephalus Canada holds directors and officer's liability, commercial property and cyber insurance.

Hydrocephalus Canada promotes an inclusive and barrier-free environment.