



Canadian Skin Patient Alliance  
Alliance canadienne des  
patients en dermatologie

*for patients, by patients*

## **BOARD OF DIRECTORS**

### **(Volunteer position)**

The Canadian Skin Patient Alliance (CSPA) is seeking a dedicated volunteer, ideally with previous experience on the board of a charity, with a background in fundraising, and who is interested in supporting people impacted by skin disorders to join our national Board of Directors.

The CSPA is especially interested in recruiting new board members with specific expertise and skills:

- Legal
- IT
- Human Resources

### **About Us**

The Canadian Skin Patient Alliance (CSPA) is a national not-for-profit organization dedicated to promoting skin health and improving the quality of life of Canadians living with disorders that affect skin, hair and nails. We educate and raise awareness about the impacts of skin disorders, support patients, and advocate on behalf of our community for improved access to treatment and care across the country. We also serve as an umbrella organization for Canadian patient groups and organizations that deal with specific skin disorders.

### **Board Member Duties**

The Board of Directors is responsible for the overall governance and strategic direction of the Canadian Skin Patient Alliance (CSPA) and shall serve without remuneration whereas the staff are responsible for all operations of the organization.

The successful candidate must prepare for and attend Board meetings every two months (in addition to special meetings that may occur throughout the year) and is welcome to join other committees or working groups of the board.

### **Responsibilities of the Directors**

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- **Fiduciary duty:** This includes financial stewardship of resources including ensuring availability of and overseeing allocation of financial resources; ensuring that appropriate financial policies are in place for the CSPA; approves the annual budget and monitors regularly.
- **Strategic Direction:** This includes the formulation and adoption of the CSPA's mission, vision and values; the development and adoption of a strategic plan that is consistent with the mission and values to achieve the vision; and the oversight of the operations for consistency with the strategic plan.
- **Risk identification and oversight:** Risk management is included in the project planning of the organization.
- **Oversight of the operations of the organization:** This includes providing input into the performance management of the Executive Director (via the Executive Committee) as well as oversight of the CSPA specific projects.
- **Communication and promotion:** Where appropriate, Directors are encouraged to promote the mission and vision of the organization and advocate for the CSPA.
- **Governance:** The Board of Directors will ensure the quality of its own governance, ensuring compliance with legal requirements as outlined in the *Canadian Not-for-Profit Corporations Act* and will periodically review its policies and structure.

### **Requirements and Commitments**

- Be 18 years of age or older
- Committed to serving the needs of people with skin disorders and their families
- Ability to communicate in English
- Be prepared to commit for a two-year term as a director. Directors may be elected to up to three consecutive terms
- Additional assets include:
  - Experience in fundraising or human resources
  - Knowledge of the health care system in Canada and awareness of the health policy environment
  - Ability to communicate in French or languages other than English.

The CSPA aims to reflect the communities that we serve so we welcome candidates with varied backgrounds and experiences to apply. All qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

**To Apply**

Please email the Executive Director at [executivedirector@canadianskin.ca](mailto:executivedirector@canadianskin.ca) by November 8<sup>th</sup>, 2024. Provide your resume and cover letter which clearly tells us about your experience with and/or interest in our organization and the skills and knowledge are you willing to bring to our board. Please include your contact information with email address (preferred) and/or phone number where you can be reached.