



### **Overview**

The Canadian Angelman Syndrome Society (CASS) is a national organization (registered charity) dedicated to supporting individuals with Angelman syndrome, their families and others who care. CASS provides numerous support services and access to multiple resources to help families and care providers navigate through their journey with Angelman syndrome, including funding education and communication initiatives, clinical support, research and community events. CASS is run by a volunteer Board of Directors who dedicate their time and expertise towards mitigating challenges that individuals with Angelman syndrome and their families and/or care providers experience on a daily basis.

### **Opportunity:**

The **Director of Governance & Accountability** helps monitor the performance in relation to CASS's mission, objectives, core values and reputation; oversees that CASS and its board members abide by the bylaws, code of conduct, and other policies that may apply; ensures adequate and accurate books of records and minutes are maintained; and provides and/or obtains legal advice when necessary. This is a volunteer (unpaid) position.

### **Key Responsibilities:**

- Familiarize themselves with CASS's incorporating statute and bylaws;
- Ensures CASS has policies in place that address operational (i.e. code of conduct, duty of care/loyalty, board terms etc.) matters;
- Provide and/or obtain legal advice when required.
- Ensure appropriate insurance policies are in place to minimize corporate and director liabilities.
- Provide strategic direction and financial stewardship.
- Voting member of the board; and
- Wholeheartedly supports CASS and is prepared to be a public voice and advocate for its cause.

### **Core Competencies:**

- Demonstrated business and/or legal acumen to support a non-profit organization.
- Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
- Has the ability to ensure the board receives ongoing operational and program information related to governance and accountability.
- Demonstrated ability to ensure CASS's reporting obligations are met with honesty and good faith, and
- Regularly attends board meetings and important related meetings.

### **Time Commitment:**

- Attend the Board of Directors monthly meetings (2 - 3 hours).
- Monthly governance & accountability responsibilities (4 - 6 hours); and
- Additional planning meetings for fundraising initiatives and conference planning may be expected.



**Term Length:**

This is a two (2) year term position.

**To Apply for this Position:**

Please forward a Cover Letter and Resume / CV to:

- Brad Schiele, President, Canadian Angelman Syndrome Society
- [president@angelmancanada.org](mailto:president@angelmancanada.org)
- Or apply online through the CASS website

***This position requires a Criminal Record Check***

Applications will be accepted until Friday, December 17, 2021.