



Position: Chapter Executive Committee (CEC) Member, Chapter Co-Chair, Treasurer – Niagara Chapter

About Dying With Dignity Canada

Dying With Dignity Canada (DWDC) is the national human-rights charity committed to improving quality of dying, defending end-of-life rights, and helping Canadians avoid unwanted suffering. DWDC has a four-part mandate:

1. We work to ensure that Canada's assisted dying rules comply with the Canadian Constitution, including the Canadian Charter of Rights and Freedoms.
2. We expose and break down unfair barriers facing suffering Canadians who wish to access their right to medical assistance in dying.
3. We provide support to people who are navigating their legal end-of-life options, and to their loved ones and health care providers.
4. We educate Canadians about advance care planning and their legal end-of-life rights and options, including palliative care and medical assistance in dying.

About the Niagara Chapter

Though coming into being in 2016, our Niagara Chapter is a small chapter. We are actively looking to grow our volunteer base in order to create presence and provide services in our Chapter region. We are looking for volunteers who are willing to think creatively and work collaboratively to bring Dying with Dignity's values and services to our Niagara communities.

The Niagara Chapter services the geographical boundaries of the Region of Niagara. Currently, chapter meetings are being conducted via video conference.

Position Description

Reporting to and working directly alongside the Chapter Chair of our Niagara Chapter, the Chapter Co-Chair, Treasurer is an integral part of the Niagara Chapter's Executive Committee (CEC). The position manages the Chapter's finances, works in concert with the Chapter Chair to oversee the programs and activities of the Chapter. As a member of the CEC, the role is also pivotal in networking and building relationships with end-of-life care stakeholders within the Niagara Chapter's boundaries.

Responsibilities

- Manages the Chapter's financial resources and records
- Prepares regular quarterly financial reports
- Administers and monitors compliance with financial guidelines in accordance with DWDC requirements
- Reviews expense claims and reimburses volunteers for eligible expenses
- Remits donations and any other funds to DWDC as appropriate
- Manages chapter's expenses and bill payments
- Supports Chapter Chair in work required to direct potential bequeaths to national office
- Establishes and builds relationships with key end-of-life care stakeholders
- Attends and participates in monthly Chapter Chairs meetings, Chapter meetings, and CEC meetings
- Acts as the Chapter's co-liaison with DWDC's national office

Additional Information

- Willingness to commit to a three-year term strongly preferred

Skills, Experience and Qualifications

- Accounting / bookkeeping and finance experience required
- Experience with not-for-profit financial administration a strong asset
- A high level of administrative, organizational, collaborative and team leadership skills
- Willingness to be hands on and able to step in when needed
- Experience in managing projects, leading diverse groups, recruitment, and selection
- Conviction to DWDC's mission and values required

Working Conditions

- Access to a car is required
- Access to the internet and email are required
- Occasional trips to bank
- Willingness to travel within the region

Screening Requirement:

This position is a position of trust. The incumbent will be required to complete the screening process including completion of appropriate background checks in compliance with Dying With Dignity Canada's Screening Measures Policy. This includes:

- Reference Checks
- Criminal Background Checks
- Credit Bureau Inquiry

Application Information:

To apply, please complete our [Volunteer Application Form](#) and specify 'Chapter Treasurer, Co-Chair volunteer – Niagara' in the Additional Information section.

Please note: We strongly encourage all applicants to review the [Better Impact Application Form Training Guide](#) before completing the Application Form.

Application Deadline: This posting will remain open until the role is filled.

Personal Values and Traits

The successful candidate will be passionate about defending Canadians' end-of-life rights, including the right to medical assistance in dying. If you believe that competent, grievously ill individuals should be allowed to die in peace with the help of a medical practitioner, then we strongly encourage you to apply.

In addition, our volunteers often communicate with severely ill and vulnerable Canadians who are weighing their end-of-life options or with the loved ones of individuals whose wish for a peaceful death was never realized. As a result, the successful candidate will be a strong active listener who consistently demonstrates compassion, humility and the utmost discretion in their interactions with others.

We respectfully thank all applicants for their interest. However, only those candidates selected for an interview will be contacted. Thank you for your interest in Dying With Dignity Canada.

Dying With Dignity Canada is an equal opportunity employer and adheres to fair employment practices. In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process, as required. Applicants are encouraged to make their needs for accommodation known as early on as possible during the application process.