



Board of Directors – Call for Applications

2025 Treasurer

Physical & Health Education Canada (PHE Canada) is currently seeking a dedicated and detail-oriented individual to serve as Treasurer on our Board of Directors.

As Treasurer, you will play a key role in supporting the financial health and sustainability of the organization. Working closely with the Executive Director and Finance & Audit Committee, the Treasurer provides oversight of financial reporting, budgeting, and risk management to guide strategic decision-making.

Key Responsibilities:

- Oversee and present budgets, financial reports, and statements to the Board.
- Monitor the organization's financial performance and ensure compliance with policies and regulations.
- Chair or participate in the virtual Finance & Audit Committee.
- Review, recommend, and approve financial policies.
- Ensure the accuracy and integrity of financial reports and plans.
- Attend 3 virtual quarterly Board meetings and 1 in-person meeting (spring).
Up to \$1,000 travel bursary is available; all additional costs to participate must be self-funded.
- Review the agenda and supporting materials before each Board meeting.
- Present and approve annual budgets and audit reports.

Preferred Qualifications:

- Professional experience in financial management, accounting, finance, or related fields.
(CPA designation is an asset, but not required)
- Vulnerable sector and background check/screening.
- Previous Board experience or understanding of nonprofit governance.
- Commitment to the mission and values of PHE Canada.

Term: The successful candidate will begin their term in November 2025, following appointment at PHE Canada's Annual General Meeting. The role includes the possibility of annual reappointment.

Location: The Treasurer role can be fulfilled from anywhere in Canada. While PHE Canada's headquarters are located in Ottawa, Ontario, Board participation is fully supported remotely.

Salary: This is a volunteer position.

Application process:

- We value diversity and encourage applicants from all backgrounds, members of groups with historical and/or current barriers to equity, and regions across Canada to apply.
- Qualified applicants are encouraged to email their resume with a cover letter showcasing their alignment to the mission of PHE Canada by **Friday, June 27, 2025, 11:59 pm EST** to the **Nominations Committee, info@phecanada.ca**.
- We appreciate all applications; however, only those selected will be contacted.

Established in 1933, PHE Canada is Canada's national charitable association championing healthy, active kids through the promotion and advancement of quality physical and health education and healthy school communities to ensure each and every child and youth in Canada has the knowledge, skills, and attitudes to lead resilient, active, and healthy lives.