

## OUR MISSION

BUILD AND SUSTAIN A COMMUNITY OF PATIENT-CENTERED MEDICAL HOMES.

## EXTERNAL DIRECTOR WITH FINANCE/ACCOUNTING BACKGROUND

### (Volunteer Board member, three-year term)

The Board of Directors is the legal authority for the Calgary West Central P.G. Co. (CWC P.G. Co.), a not-for-profit corporation comprised of community-based primary care providers. Through a joint venture with Alberta Health Services, the CWC P.G. Co. guides the Calgary West Central Primary Care Network (CWC PCN) in its mission to support physician members and their patients in southwest Calgary.

The CWC P.G. Co. is seeking to appoint a volunteer External Director with accounting or financial experience to its Board. The primary purpose of the External Director is to bring an objective perspective to Board discussions as a voice from the community and to support the Board's financial literacy. Preference will be given to someone with previous not-for-profit Board experience. As a volunteer Board member, the External Director is ineligible to receive compensation. In alignment with Alberta Health policies, other support mechanisms are available to cover reasonable expenses when attending CWC PCN meetings to help ensure that this is a barrier-free opportunity\*. Applicants must live within the Calgary Zone.

## RESPONSIBILITIES

### Activities associated with being a member of the Board:

- Preparing for and attending Board meetings, the annual general meeting, strategic Board planning meetings, and other meetings as required.
- Participating in discussions and decisions on matters of strategy, risk management, policy, finance, programs, and personnel.
- Serving as a member of the Finance, Audit & Risk Committee.
- Supporting the Board to help ensure directors are adequately informed of financial and risk-related issues to inform decision-making.
- Reviewing annual and semi-annual budgets, business plans, business plan amendments, and significant organizational expenditures and/or commitments, as required.

## QUALIFICATIONS

Previous finance and/or accounting experience is required, and preference will be given to candidates possessing a CPA designation. The successful External Director candidate will demonstrate a passion for not-for-profit work and will be able to commit to fulfilling all Board responsibilities, comply with all organizational policies, and be willing to contribute constructively and respectfully in Board and subcommittee meetings. As a member of the Board, the External Director must possess sophisticated and thoughtful communication skills and demonstrate a desire to build positive relationships with fellow Board members and senior staff.

### Competencies

- Previous experience related to finance and/or accounting is required.
- Previous experience serving on a Board of Directors and understanding the distinction between the Board and operations would be considered an asset.

## HOW TO APPLY

**Please submit your application via email to [board@cwpcn.com](mailto:board@cwpcn.com).** Only submissions with a resume and cover letter will be considered.

A clear criminal background check from the province you have resided in for the past 12 months will also be required to be eligible for this position.

We thank all applicants for their interest; however, only shortlisted candidates will be contacted.

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\*In alignment with Alberta Health policy, reasonable expenses include expenses incurred to attend meetings, such as mileage or other travel costs, meals, childcare costs, parking, or other incidental costs resulting from participation on the Board of Directors.