

Call for Nominations for the Alberta Summer Swimming Association (ASSA) Board of Directors

INTERIM TREASURER ROLE

Nominations are invited for the ASSA Board of Directors, with a **deadline of 4:30 p.m. MDT on June 29, 2026.**

Alberta Summer Swimming is the governing body for summer swimming in Alberta. Its vision is to *Inspire Swimming*, and its mission is *Promoting Participation, Encouraging Competition, Developing Leaders, Providing Guidance*.

Due to a recent vacancy, we are looking to fill the Treasurer position. As this appointment is to complete the remainder of the current term until the next AGM, our bylaws allow the Board to appoint a qualified individual for this period. We are seeking a committed volunteer to serve as Treasurer and help shape the future of summer swimming.

Board Positions Available for immediate Appointment due to vacancy

Role	Term
Treasurer (Interim)	Until the next AGM – approx. Oct 2026

The call for nominations will be circulated to members via email and posted on social media and the website.

Role Overview

The Treasurer provides financial governance, fiduciary oversight, and strategic leadership to ensure the long-term financial sustainability of ASSA. The role works closely with the President, Board of Directors, and Swim Alberta's administrative support team.

Key Responsibilities

- Lead development and monitoring of the annual operating budget
- Review monthly/quarterly financial statements
- Ensure compliance with bylaws, policies, and financial reporting obligations
- Oversee financial risk management and maintain accurate records
- Prepare AGM financial report and year-end financial package
- Participate in Board meetings and strategic planning

Skills & Attributes

Core Strengths

- Financial acumen & analytical skills
- Governance literacy & ethical judgment
- Clear communication & collaboration
- Strategic and long-term thinking

Assets

- Experience in non-profit, sport, accounting, HR, marketing, or public-sector roles
- Familiarity with financial software or event-related financial processes

Eligibility

Nominees must:

- Be 18+ and a Member of ASSA in good standing (or eligible to become a member)
- Be a resident of Alberta
- Meet eligibility requirements in ASSA bylaws
- Have no disciplinary history or relevant offences
- Demonstrate competencies identified in the nomination process

Time Commitment

- **Average:** 6–10 hours/week
- **Peak periods:** 10–15 hours/week (budget, year-end, AGM)

Administrative support is provided through Swim Alberta; the Treasurer provides governance oversight, not day-to-day bookkeeping.

Application Package

Submit the following:

- Cover Letter
- Resume

Email to: president@assa.ca

Subject line: Attn: Nomination – Treasurer

What We Offer You

By serving on the ASSA Board, you will have the opportunity to:

- Shape the future of summer swimming in Alberta
- Influence provincial sport development
- Expand your professional network
- Build leadership and governance experience

Deadline

Nominations must be received by **deadline of 4:30 p.m. MDT on June 29, 2026.**

Contact Information:

Alberta Summer Swimming Association

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Email: info@assa.ca

Website: www.assa.ca