

## **Join the Board of Dress for Success Saskatoon**

We're looking for exceptional individuals to join the Dress for Success Saskatoon Board of Directors! Serving on our Board is a meaningful opportunity to make a lasting impact by supporting and eliminating barriers for women in our community.

We are seeking directors who bring a broad range of strategic skills, along with strong leadership and governance experience, each for a two-year term, with particular interest in candidates for the roles of Treasurer and Vice Chair (see attached roles and responsibilities). The Board invites all qualified individuals to apply for the upcoming Board recruitment cycle, with special encouragement for Indigenous individuals and for those with diverse backgrounds and lived experiences to help ensure our board reflects the women whom we serve.

Nominations close at 5:00 pm on January 26, 2026.

Interested or have questions? Please contact [executivedirector@dfssaskatoon.org](mailto:executivedirector@dfssaskatoon.org) for more information.

Candidates must reside in the Saskatoon area and share a commitment to the mission and values of Dress for Success Saskatoon.

[Board of Directors application form](#)

# Treasurer Role Overview

The treasurer is the financial leader of Dress for Success Saskatoon's Board of Directors. They are responsible for ensuring the organization's money is handled responsibly, reports are accurate, and financial decisions are supported by strong systems, clear reporting, and good governance/oversight.

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## Key Responsibilities

### Financial Oversight

- Review and present financial statements.
- Ensure records follow GAAP and CRA rules.
- Work with the executive director to maintain accurate financial records.
- Oversee and approve payroll calculations/payments along with related remittances.
- Oversee expense payments.

### Budgeting

- Help create the annual budget.
- Monitor cash flow and reserves.
- Make sure money aligns with mission and strategic goals and objectives.

### Internal Controls

- Set policy for spending, cash handling, and donor in kind and financial contributions.
- Ensure duties are divided to reduce fraud risk.
- Support audits and financial reviews.

### Board Support

- Work closely with the executive director and finance committee.
- Present clear financial updates to the Board.
- Help board members understand financial reports.

- Provide timely updates for informed decision-making.

## External Representation

- Represent Dress for Success Saskatoon at community events, stakeholder meetings, and fundraising activities when delegated.
- Act as an ambassador for the organization's mission and values.

## Term and Commitment

- Term: As defined in the bylaws.
- Time Commitment: Approximately 10 to 15 hours per month, including board meetings, committee work, and community engagement.
- Attendance: Expected to attend all board meetings and key organizational events.

## Qualifications

- Prior experience in financial control and oversight, leadership, or community engagement.
- Strong understanding of nonprofit operations and fiduciary responsibilities.
- Commitment to equity, diversity, and inclusion.
- Excellent communication, collaboration, and problem-solving skills.

## Accountability

The Treasurer is accountable to the Board of Directors and works closely with the Chair and Executive Director to ensure effective financial oversight and organizational success.

# Vice Chair Role Overview

The Vice Chair supports the Chair in providing leadership to the Board of Directors and ensures effective governance of Dress for Success Saskatoon. The Vice Chair acts as a trusted partner to the Chair, assists in guiding board operations, and serves as Chair in their absence, is the Secretary, and chairs the Governance Committee.

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## Key Responsibilities

### Governance and Leadership

- Support the Chair in setting board agendas and ensuring meetings are efficient, inclusive, and mission-focused. May delegate minute-taking and other administrative matters to the Executive Director.
- Uphold the organization's bylaws, policies, and fiduciary responsibilities.
- Promote a culture of inclusion, integrity, accountability, and equity within the Board.
- Ensure board decisions align with the mission and strategic priorities of Dress for Success Saskatoon.

### Partnership with the Chair

- Act as a sounding board and advisor to the Chair.
- Step in to chair meetings or represent the organization when the Chair is unavailable.
- Assist with succession planning for board leadership roles.

### Board Development

- Mentor and support board members, encouraging active participation and engagement.
- Help identify and recruit diverse, skilled candidates for board service.
- Support orientation and ongoing education for directors.

## Strategic Oversight

- Contribute to strategic planning and evaluation of organizational performance.
- Monitor progress on board goals and committee work.
- Ensure the board maintains focus on long-term sustainability and impact.

## External Representation

- Represent Dress for Success Saskatoon at community events, stakeholder meetings, and fundraising activities when delegated.
- Act as an ambassador for the organization's mission and values.

## Term and Commitment

- Term: As defined in the bylaws.
- Time Commitment: Approximately 10 to 15 hours per month, including board meetings, committee work, and community engagement.
- Attendance: Expected to attend all board meetings and key organizational events.

## Qualifications

- Prior experience in governance, leadership, or community engagement.
- Strong understanding of nonprofit operations and fiduciary responsibilities.
- Commitment to equity, diversity, and inclusion.
- Excellent communication, collaboration, and problem-solving skills.

## Accountability

The Vice Chair is accountable to the Board of Directors and works closely with the Chair and Executive Director to ensure effective governance and organizational success.