

Calgary Celiac Association

Who are we?

Since 1980, the Calgary Chapter of Celiac Canada, has been the Calgary & Southern Alberta voice for people who are adversely affected by gluten (celiac disease, dermatitis herpetiformis, and non-celiac gluten sensitivity). We're a volunteer-led registered charity focused on education, peer support, advocacy, and community programs that improve the quality of life across the gluten-free lifespan, from newly diagnosed families to seniors. The Calgary chapter is one of many across Canada.

Board of Directors – Role Snapshot

Core Responsibilities

- **Governance & fiduciary oversight:** Uphold bylaws, policies and CRA compliance; approve budgets, monitor financial health of chapter, steward reserves and restricted funds.
- **Strategy & performance:** Set and review the 2025-2028 Strategic Plan; track outcomes against operating plans and Key Performance Indicators; manage risk.
- **Advocacy & Partnerships:** Advance safe gluten-free food systems, building relationships with health providers, schools, vendors and peer organizations.
- **Community & programs:** Champion children's events, peer support groups, senior's initiatives, and awareness campaigns.
- **Resource Development:** Support fundraising (e.g. Stampede Breakfast, markets/expos, donor stewardship, sponsorship).
- **People & Culture:** Recruit, support and recognize volunteers; model inclusive, respectful, value-based membership.
- **Compliance & Ethics:** Maintain confidentiality, declare conflicts, respect collective decisions, and represent the CCA professionally.

Typical Time Commitment

- **Meetings:** Monthly board of directors meeting (approximately 2 hours) plus pre-reading (30-60 minutes)
- **Committee/Portfolio Work:** 2-4 hours/month (program planning, fundraising, finance, governance, education/communications, events).
- **Peak Periods:** Additional hours around key campaigns (May Celiac Awareness Month, Stampede Breakfast).
- **Term Length:** Standard non-profit practice is 2-year terms, renewable as per CCA bylaws.
- **Onboarding:** Orientation package, shadowing, and role-specific handover (governance materials, policies, work plans).

Ideal Board Profiles

- Strategic thinkers with experience in one or more of: non-profit governance, finance, legal/policy, health/education, events & fundraising, communications/marketing, volunteer management, and/or lived experience with celiac disease/gluten-related disorders.
- Collaborative, community-minded leaders who are comfortable with hands-on volunteer work during busy seasons.

Is this role for me?

- Are you passionate about helping people impacted by celiac disease, dermatitis herpetiformis and/or non-celiac gluten sensitivity?
- Do you want to be involved in making decisions that could help improve their lives?
- Do you want to grow your professional and personal skills and network in board governance, strategic thinking, problem solving, financial oversight and issues management?

If you are interested, please complete the attached form and email our office by September 30. If you would like further information; contact us by email: info@calgaryceliac.ca

Deadline for submission: September 30th, 2026



Calgary Celiac Association

Board Director Application

Candidate Information

Full name: _____

Contact number: _____

E-mail address: _____

Please check any of the following skills or experience that you may have.

- | | |
|--|---|
| ☐ Finance, accounting | ☐ Management, administration |
| ☐ Grant writing | ☐ Nonprofit experience |
| ☐ Fundraising and special events | ☐ Teaching, counselling or education |
| ☐ Public relations, communications | ☐ Government relations, networking |
| ☐ Association or charity governance | ☐ Medical /healthcare |
| Other: _____ | ☐ Board of directors' experience |

In a few words, why would you like to serve on Calgary Chapter Board of Directors?

List Affiliations or Organizations (e.g. membership, professional, civic).

Applicant Signature: _____ **Date:** _____

Please email the completed application form along with your current resume to:

Calgary Celiac Association
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Email: info@calgaryceliac.ca Phone: 403-237-0304 Website: www.calgaryceliac.ca