



CANADIAN COAST GUARD AUXILIARY - NATIONAL

Invitation to Consider the Role of National Chair, Canadian Coast Guard Auxiliary – National

On behalf of the Board of Directors of the Canadian Coast Guard Auxiliary – National (CCGA-N), I am pleased to invite you to consider putting your name forward for the position of **National Chair of the Board**.

This is a pivotal leadership role within our national organization. The Chair provides strategic guidance to the Board, ensures strong governance practices, and supports the Chief Administrative Officer (CAO) in advancing our mission of promoting marine safety and supporting search and rescue activities across Canada.

The National Chair plays a central role in:

- Leading the Board in fulfilling its governance responsibilities
- Setting the tone for effective, collaborative, and mission-driven decision-making
- Providing oversight and strategic direction for the organization's long-term priorities
- Representing the CCGA-N with key partners, including the Canadian Coast Guard and other national stakeholders
- Supporting Board development, succession planning, and committee effectiveness

This volunteer position carries an estimated commitment of **8–12 hours per month**, with a **two-year term** and the possibility of extension.

Your leadership experience, commitment to public service, and understanding of governance would make you an excellent candidate for this important role. We would be pleased to discuss the position further and answer any questions you may have.

How to Apply

Please send your detailed CV to the following National Search Committee members:

James Chidley

james.chidley@ccga-nl.ca

Dawn Wilson

dawn@cn-cga.ca

Allan Elliott

allan.elliott@ccga-m.ca

Shannon Laird

shannon@ccga-ca.com

Application Deadline

October 5, 2026, 15:00hrs EST.

Thank you for your continued dedication to marine safety and to the Auxiliary.

Chair of the Board

Reports to: Board of Directors (collectively)

Position Type: Volunteer

Term: 2 years, plus one-year term at the discretion of the Board or until a successor has been elected.

Position Summary

The Chair of the Board provides leadership to the Board of Directors of the Canadian Coast Guard Auxiliary - National, ensuring the effective governance of the organization, adherence to its mission and values, and strategic oversight of its operations and management. The Chair acts as the primary liaison between the Board and the Chief Administrative Officer, ensuring that the organization is well-governed, transparent, and accountable to its stakeholders.

Key Responsibilities

Leadership & Governance

- Lead the Board in fulfilling its governance responsibilities in accordance with the organization's bylaws, policies, and applicable legislation.
- Set the tone for Board discussions, promoting collaboration, integrity, and respect.
- Ensure the Board focuses on strategic issues rather than operational detail.
- Facilitate the development and periodic review of the organization's strategic plan.

Board Management

- Develop meeting agendas in collaboration with the Chief Administrative Officer and ensure timely distribution of materials.
- Chair all Board and Executive Committee meetings effectively and efficiently.
- Encourage open dialogue and balanced participation among Board members.
- Ensure the Board evaluates its performance and that of individual directors on a regular basis.

Relationship with Staff

- Serve as the primary point of contact and support for the Chief Administrative Officer.
- Provide guidance, feedback, and performance evaluation of the Chief Administrative Officer on behalf of the Board.

Stakeholder & External Relations

- Represent the organization publicly, as appropriate, and act as an ambassador for its mission and values.
- Support relationship-building with the Canadian Coast Guard, funders, community partners, and other key stakeholders.
- Participate in advocacy and outreach on behalf of the organization when required.

Succession & Development

- Support recruitment, orientation, and ongoing development of Board members.
 - Lead succession planning for the Board, including identification of future leadership.
 - Ensure Board committees are properly established and functioning effectively.
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Qualifications

- Demonstrated leadership and governance experience, preferably in a not-for-profit, corporate, or public-sector setting.
 - Strong understanding of governance principles, fiduciary responsibilities, and strategic oversight.
 - Excellent communication, facilitation, and relationship-building skills.
 - Ability to foster collaboration and consensus while maintaining accountability.
 - Commitment to the mission, vision, and values of the Canadian Coast Guard Auxiliary - National.
 - Preferred proficiency in speaking French
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Time Commitment

- Approximately 8–12 hours per month, including attendance at Board meetings, committee meetings, and organizational events.
- Additional time for preparation, consultation with the Chief Administrative Officer, and external representation.