

Volunteer Secretary Treasurer

Klinik Community Health

Help Strengthen Community-Based Health Care

Klinik Community Health is seeking a volunteer Secretary Treasurer who is passionate about financial sustainability to support accessible, inclusive, and community-driven health care.

Located in Winnipeg, Klinik provides compassionate primary care and community health services to individuals and families, with a focus on improving health outcomes, reducing barriers to care, and supporting equity-deserving communities.

We are looking for an individual who wants to help shape the future of community health care and contribute to the long-term success and sustainability of Klinik through strong financial oversight, governance support, and strategic leadership.

About the Secretary Treasurer Role

As Secretary Treasurer and a member of the Board of Directors, you will play a key leadership role in supporting the Board's governance responsibilities and overseeing the organization's financial accountability.

Working collaboratively with Board Directors, committees, and Klinik leadership, the Secretary Treasurer will help:

- Support strong financial stewardship and long-term sustainability
- Review and monitor financial statements, budgets, and key financial reporting
- Annual audit oversight
- Support governance best practices, Board processes, and organizational accountability
- Assist in ensuring accurate Board records, meeting documentation, and policy oversight
- Contribute to strategic planning and organizational growth
- Strengthen community relationships and support Klinik's mission and values
- Advocate for accessible, equitable, and inclusive health services

This is a governance role and does not involve the day-to-day operations of the organization.

We Are Seeking Individuals with Experience, Knowledge, or Interest In

- Finance, accounting, audit, or financial oversight
- Board governance and policy development

- Non-profit or community-based organizations
- Risk management and organizational sustainability
- Community or primary health care
- Public health or social services
- Indigenous health and a commitment to Truth and Reconciliation
- Social justice, equity, diversity, inclusion, and accessibility
- Community leadership and stakeholder engagement

Professional accounting or financial management experience is considered a strong asset.

We welcome applications from individuals who reflect the diversity of the communities we serve, including Indigenous peoples, newcomers, racialized communities, persons with disabilities, 2SLGBTQIA+ individuals, youth, and seniors.

Previous board experience is considered an asset but not required.

Commitment

- Volunteer position (unpaid)
- Board term: 2-year term, renewable to a maximum of 8 years
- Board meetings: One evening meeting every two months, with Board committee meetings in between as required
- FAC meetings: Minimum 6 per year, held over teams, approximately 1 hour.
- Estimated commitment: Approximately 8-12 hours per month
- Orientation and ongoing governance support provided

Why Join the Board?

Joining the Board of Klinik Community Health as Secretary Treasurer is an opportunity to:

- Support the financial sustainability of a trusted community health organization
- Help improve access to community-based health care
- Contribute your financial expertise and leadership to meaningful community impact
- Strengthen governance and accountability practices
- Collaborate with dedicated community leaders and health professionals
- Build leadership and governance experience in the non-profit sector

How to Apply

Please submit:



167 Sherbrook Street, Winnipeg Manitoba R3C 2B7 | **phone:** (204) 784-4090

admin. fax: (204) 772-7998 | **medical fax:** (204) 784-4013 | **e-mail:** klinik@klinik.mb.ca

- A brief statement of interest
- A résumé or short biography

By email to: Guylaine Chaine at gchaine@klinik.mb.ca.

Applications will be reviewed on an ongoing basis until positions are filled. Only candidates selected for an interview will be contacted.

For more information, visit: klinik.mb.ca.