



Société canadienne de la

MASTOCYTOSE  **MASTOCYTOSIS**

Society Canada

Join Mastocytosis Society of Canada:

Mastocytosis Society Canada (MSC) is a registered Canadian Charity committed to assisting patients, caregivers and health care professionals learn more about mast cell disorders and lean on each other for support. We are here to support patients by:

- **Awareness and Education:** Raise awareness and provide education on mast cell disease to patients, caregivers, healthcare professionals and the public.
- **Guidance and Support:** Provide support to patients who are seeking diagnosis or have been diagnosed with a mast cell disease.
- **Representation:** represent and share the unique needs of mast cell disease patients with various stakeholders.
- **Health Care Partnerships:** partnering with healthcare professionals to collaborate on projects related to supporting mast cell disease patients.
- **Pediatric Focus:** maintain a pediatric focus throughout all areas of focus of MSC to provide valuable resources to families and youth living with a mast cell disease.

Available Positions:

This year the Mastocytosis Society has several vacancies at both the board level and the executive member level for our organization. The vacancies are:

Board Position:

1. Director Position, Board of Directors (3 years)

Executive Positions:

2. Treasurer (1 year)
3. Administrative Support Executive (1 year)
4. Conference Strategy Executive (1 year)

What are the differences between executive and board positions?

- Both board members and executive members will be voting members of MSC for the purposes of the annual general meeting.
- Board positions will require on average of 10 hours per month and executive members will require on average 6 hours per month.
- The executive positions will be focused on specific roles within the organization, whereas the board position will manage the organisation as a whole and have additional decision-making capacity.
- The executive positions are 1 year term, whereas the board position is a 3 year term.



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Apply: Board of Directors

MSC is looking for volunteer to take on who are passionate about raising awareness of mast cell diseases and improving the quality of life for patients across Canada. We work together to set strategy and direction for the organization, but also roll-up our sleeves to implement initiatives that bring us closer to meeting our strategic goals.

Commitment – Board Members can expect to volunteer approximately 10 hours per month. A director will be expected to attend 1 board meeting and 1 committee meeting a month (2 hours/each). The Board of Directors may hold additional periodic working sessions meant for collaboration and problem solving.

Length of Term – 3 years

Experience – Ideally, board volunteers will have experience in one or more of the following areas:

- Awareness and Education;
- Guidance and Support;
- Representation and Health Care Partnerships;
- Healthcare practitioner with a keen interest in mast cell disease;
- Fundraising;
- On-line communication and social media;
- General accounting or governance skills.

Qualifications – No previous board experience is required; however, it would be considered an asset.

Overall, MSC is looking for dynamic individuals who want to make a difference in their community. The volunteer board position is an excellent opportunity to leverage your previous experience, add value, make a contribution and give back to the community while gaining experience in a Board position.

Apply: Treasurer (Executive Position)

MSC is looking for a volunteer to take on the executive position of Treasurer. In this position, the Treasurer will support the Board of Directors, working in collaboration with the MSC President, to manage the financial affairs of the charity and ensure that it remains in good standing.

Commitment – The Treasurer can expect to volunteer approximately 6 hours per month. The Treasurer will be expected to attend 1 meeting a month (2 hours) and complete additional tasks independently.

Length of Term – 1 year

Experience – Seeking a volunteer who has experience in financial management, accounting or another related position.



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Apply: Conference Strategy Executive

MSC is looking for a volunteer to take on the executive position leading conference strategy of the organisation. In this position, the Conference Strategy Executive will work directly with a member of the MSC board of directors to collaboratively develop a list of annual conference of interest to the MSC, develop a conference calendar and support the organisation develop a conference strategy moving forward.

Commitment – The Conference Strategy Executive can expect to volunteer approximately 6 hours per month. A director will be expected to attend 1 meeting a month (2 hours) and complete additional tasks independently.

Length of Term – 1 year

Experience – No specific experience is required, however, past expertise in event planning or academic/healthcare fields is considered an asset.

Apply: Administrative Support Executive

MSC is looking for a volunteer to take on the executive position leading administrative support. In this position, the Administrative Support Executive will work directly with the secretary of the MSC board of directors to support them with the behind-the-scenes administrative tasks. This includes managing internal and external communications, sharing physician lists to inquiring patients and supporting with the overall organisation governance.

Commitment – The Administrative Support Executive can expect to volunteer approximately 6 hours per month. A director will be expected to attend 1 meeting a month (2 hours) and complete additional tasks independently.

Length of Term – 1 year

Experience – No specific experience is required, however, past experience in communications, administrative work or with other non-governmental organizations is considered an asset.

How to Apply:

Please complete this [application form](#) by **June 9, 2021 at 5:00pm PST (8:00pm EST)**. In addition to the questions in the link, you will be asked to provide a 2-page resume and email it to caitlin@mastocytosis.ca by the deadline.