



Join us: Treasurer, Board of Directors

The Mission to Seafarers Vancouver

Supporting Seafarers from Around the World

The Mission to Seafarers is seeking a treasurer to join our volunteer board of directors and help steward the financial health of a small but impactful non-profit that supports the wellbeing of seafarers visiting the Port of Vancouver.

As a Board Director, you will help shape the strategic direction of the organization and ensure effective governance. As treasurer, you'll play a vital governance role, overseeing financial reporting, budgeting, and audit preparation in collaboration with our bookkeeper, chaplain, and board chair.

You don't need to be a CPA but financial literacy, integrity, and a heart for service are essential.

About Us

The Mission to Seafarers is a global Anglican ministry offering practical, emotional, and spiritual support to merchant mariners. In the Port of Vancouver, we operate seafarers' centres at Waterfront (Vancouver Harbour) and Roberts Bank (Delta).

Services include:

- Free Wi-Fi and recreation space
- Pastoral care and counselling
- Help with money transfers and contacting home
- Clothing, shopping, and transportation
- Emergency support and ship visits

What We're Looking For

We welcome applicants who are able to contribute time and energy to actively participate in board activities and support the Mission's initiatives. Experience in non-profit or corporate finance, budgeting, or financial oversight is particularly valued. Additional assets include experience in:

- Governance, board or committee leadership
- Fundraising, marketing, or program development
- Effective communication, collaboration, and problem-solving

Commitment

This is an unpaid volunteer position. Board members typically serve for a term of three-years with the possibility of a second three-year term. Board meetings are held monthly on the evening of the first Monday of each month. Most meetings take place over Zoom however we try to meet in-person at least twice per year at the Mission's headquarters in downtown Vancouver. Board members are expected to contribute approximately three to eight hours each month participating in meetings, reviewing documents and participating in or leading committee work.

Board members must undergo a police check and be members in good standing of the Mission to Seafarers Society which requires payment of an annual membership fee of \$25.

Duties

The Treasurer is responsible for ensuring the Mission's financial records and reports are properly maintained in accordance with British Columbia's *Societies Act* and *Income Tax Act*. They chair a small finance committee and convene meetings via Zoom as needed. The Treasurer works closely with the Mission's bookkeeper to monitor financial performance, review monthly statements, and support the preparation of the annual audit by external auditors. They also provide a brief financial update at each board meeting and present the audited financial statements at the annual general meeting. Board members typically serve a three-year term, with the possibility of renewal for a second three-year term.

How to Apply

Please submit your resume and a brief cover letter (300–500 words) via e-mail describing your background and why this role interests you.

Deadline: Friday, September 5, 2025

Email: vanchaplain.missiontoseafarers@gmail.com

CC: mtsboddyvr@gmail.com

Short-listed applicants will be interviewed via Zoom and references may be requested.

Learn more

www.flyingangel.ca

www.missiontoseafarers.org

Our Values

Dignity • Inclusion • Fair Treatment • Respect • Integrity