



## Volunteer Opportunity

### Board Treasurer- provincial Community-based NGO

The Canadian Mental Health Association (CMHA), Nova Scotia Division is seeking an experienced accountant to join our board of directors for a two-year term with the possibility of renewal.

CMHA NS offices are located in Dartmouth NS and therefore we require the Treasurer to be able to travel to the office periodically for a brief time (potentially once every two to three weeks) during regular daytime business hours. Board meetings are normally held quarterly with a 5:30 p.m. start. The Treasurer may also spend time working on CMHA NS business outside of the office.

Working in close collaboration with the Executive Director and as part of the Board of Directors Executive Team, the Treasurer role is to oversee the financial operations of the organization.

Regular duties include:

Co-signing cheques (roughly every 3-4 weeks), Including approving Educative Director expense reports

Chairing finance committee (irregular meetings)

Reviewing annual budgets with executive director

Participating on sub committees as required

Communication with Accountant and ED to support financial books as required

Communicating with accountant and bookkeeper

Being available for project audits, if and when they arise

Being available for annual financial audits

Being an active board member

For more information on CMHA NS, please visit our web site: <https://novascotia.cmha.ca/>

**To indicate your interest in this role, please send your cover letter and resume to Tanya White, Past Chair, CMHA NS Board of Directors at [tanyawhite282@gmail.com](mailto:tanyawhite282@gmail.com).**