

Position Description: Board Treasurer

The Board Treasurer role at the Canadian Mental Health Association (CMHA) Mid-Island Branch is a volunteer position with a commitment of approximately 10 hours per month.

In addition to the general duties of a Board Director (see Board Director Position Description), the Treasurer has some specific responsibilities.

The Treasurer's Role

- Is a member of the Executive Committee
- Signs cheques in partnership with at least one other signing officer
- Contributes to the annual report
- Reviews Executive Director expenses
- Chairs the Finance and Audit Committee and leads the Committee in the completion of the following annual tasks:
 - Oversees the financial matters of CMHA Mid-Island in accordance with governing documents and legal requirements; analyzes financial performance
 - Regularly reports to the Board of Directors about the financial matters of CMHA Mid-Island, ensuring the Board is informed of important events and trends
 - Recommends appointment or reappointment of the auditor each year

Essential Skills and Qualifications

- Knowledge of and experience with good financial management and reporting practices
- Understanding of the financial information the Board needs to make effective decisions

Helpful Skills and Qualifications

- Ability to orient new Board members to the Board's financial statements
- Ability to mentor a potential successor in the role of Treasurer