

Nova Scotia Nature Trust

Volunteer Treasurer



The Nature Trust is making exciting strides forward in our mission to protect Nova Scotia's unique natural legacy, through land conservation. The strategic focus of our Board of Directors is to significantly advance and expand our capacity and results in fund development—to better enable us to increase the pace and scale of our conservation impact, and to ensure sustainability for our organization and the lands we protect. We are seeking senior level volunteers with time, passion for our cause, and a commitment and ability to advance our fund development capacity and success.

The Nova Scotia Nature Trust, a provincial land conservation charity with over 8,000 acres protected on 63 properties, requires a volunteer Treasurer to oversee our finances and financial reporting, and to serve as an active member of the Board of Directors. The Treasurer is a member of the Executive Committee of the Board, and works in cooperation with our Controller and Executive Director.

The Treasurer is expected to be an active participant in the activities of the Board, including serving as an ambassador or the Nature Trust in the community, and helping to build profile, relationships and funds for the organization. In addition, the treasurer holds specific financial responsibilities.

Key Areas of Responsibility:

1. Provide advice and guidance on financial and accounting policy for the organization.
2. Report to the Board quarterly on the activities and financial position of the Nature Trust including a forecast for the remainder of the year prepared in coordination with the Executive Director
3. Report to the membership on financial activities of the Nature Trust for the prior fiscal year at the AGM.
4. Provide oversight and support for the Nature Trust's Controller and Book-keeper with policies, procedures and controls.
5. Coordinate development of an annual budget and forecast with the Nature Trust's Executive Director, prior to fiscal year end for approval by the Board of Directors
6. Provide oversight for investments held by the Trust, and chair quarterly Investment Committee meetings.
7. Oversee the work of and liaise with the Nature Trust's investment manager (who handles all Nature Trust investments)
8. Ensure proper records and accounts of all financial transactions of the Nature Trust are kept.
9. Provide guidance to Controller in preparing year-end audit package for external auditors.
10. Provide input into the selection and oversight of the Nature Trust's auditors.
11. Provide guidance to Controller in preparing HST returns and charitable returns for the Canada Revenue Agency and Internal Revenue Service.

Time requirements would include attendance at Board meeting (~ 6 per year) and AGM, quarterly Investment Committee meetings, Executive Committee calls (~ 6-12 per year), as well as meeting with the Controller quarterly to review the results and reporting for the quarter and at fiscal year-end for the audit and tax returns. The Treasurer may also be asked to provide guidance to the Board periodically on specific financial policy matters, or to the Controller on specific policy or procedural matters.

Continued on pg. 2...

Nova Scotia Nature Trust Senior Volunteer Roles - Board member

Focus: Fund development and Board governance

Time commitment: 8 hrs+/month

Term commitment: 3-5 years+

Roles: Engagement in advancing fund development priorities and Board governance/committee work

Potential fund development roles: Major gift fundraising, corporate partnerships and sponsorships, special events, government relations, partnerships with like-minded organizations and individuals.

Qualities: Time/passion for cause/commitment to help advance and expand fund development capacity/success. In addition, experience/interest in one of the following an asset: Non-profits, governance/leadership, business, finance, protected areas planning/ecology, property law, real estate, law, HR management, public relations/communications/marketing

If interested in the Treasurer position or other volunteer opportunities with the Nova Scotia Nature Trust, please contact the Executive Director at 425-5263 or bonnie@nsnt.ca.