



Volunteer Opportunity: True Vision Ghana Board Member, Secretary-Treasurer

April 2013

True Vision Ghana (TVG) is a non-profit organization working to promote the realization of rights of underprivileged children impacted by HIV/AIDS. We hope to reduce the impact and stigma of HIV/AIDS in Ghana and to support those impacted by HIV/AIDS to live in dignity with equal access to resources and treatment. In Ghana, TVG helps to reduce the impact of HIV/AIDS through community capacity-building including treatment, prevention, education, and the economic empowerment of youth and caregivers in Northern Ghana. In Canada, TVG is a volunteer-run organization that works to raise money to support True Vision Ghana to achieve their mission and vision.

We have opportunities for you to support this important work connecting local initiatives to global issues! In Canada, True Vision Ghana is currently looking for an **Accountant or Bookkeeper to join our Board of Directors in the role of Secretary-Treasurer.**

Qualifications:

- Accounting or book-keeping background required.
- Experience with non-profit accounting is an asset, although we will work with the right candidate to develop these specific skills and knowledge.
- An interest in, commitment to, and passion for the shared goals and vision of TVG Canada and the TVG field team in Ghana

Deliverables / Responsibilities:

- Will act as one of two signing authorities on the TVG bank account to complete wire transfers to the Ghanaian bank account as needed.
- Collect, organize, and present information monthly from bank statements, program expenses, field expenses, fund-raising costs, donations, etc. in order to prepare annual T2 form and financial statements.
- Complete and present financial statements to the board of directors.
- Oversee the renewal of nonprofit certificates including the general liability policy, Society return and memberships.

Time Commitment:

Minimum 4 hours per month with a commitment to stay in the role for one year. Hours are highly flexible and can be completed from home and on your own schedule.

Accountability:

The TVG Secretary-Treasurer will be accountable to the Canadian Director, Evelyn Tanaka and the Board of Directors who will work with the accountant as needed to ensure that the necessary

Benefits & Recognition:

- You will have the opportunity to develop your nonprofit accounting skills and ensure accountability in the organization.
- You will be recognized as Secretary-Treasurer in TVG documents.
- You will serve with other board members, meeting and networking with like-minded individuals.

Contact:

If interested, please submit a short (250 word) statement of interest as well as a short description of your qualifications to the TVG Canada Board of Directors at canada@truevisionghana.org. Please contact the board if you have any questions.