



MMHA Roles & Responsibilities

Role: Treasurer

Description:

This role takes responsibility for all aspects of Mitchell Minor Hockey Association (MMHA) financial activities and is an executive member of the Board of Directors. The Treasurer will oversee the management of the financial affairs of the organization and is entrusted with the receipt, care and disbursement of funds. The Treasurer also ensures that appropriate financial systems and controls are in place. The Treasurer provides financial information to the Board of Directors to support decision making.

Qualifications

- Previous experience acting on a Board
- Financial background/experience an asset
- Respect in Sport for Activity Leaders certification

Responsibilities

- Financial planning and budgeting
 - Prepare and present budget for each registration period
 - Advise on financial implications of strategic and operational plans
 - Evaluate, review and recommend financial policy to the Executive Committee and the Board
- Financial reporting
 - Present regular reports on the organizations financial position at every general meeting
 - Present financial statements from the previous year and a projected financial position for the current year to the Membership at the AGM
- Banking and book-keeping
 - Ensure that record-keeping and accounts are accurate
 - Manage bank accounts
 - Update the signing authority with financial institution as needed
 - Ensure directions at financial institute require two signatures
 - Complete all banking in a timely manner
 - Deposit all funds to the MMH bank account
 - Collect all outstanding registrations fees and NSF cheques

- Set up appropriate systems for book-keeping and payments
 - o Act as signing officer for the organization
 - o Pay all MMHA expenses by cheque or e-transfer only
- Ensure adherence to and implementation of financial Policies
- Carry out duties assigned by the Board or the President

Time Commitment

- Beginning of season ~ 12 hours/ week
- Once season has begun ~ 2 hours/ week