



**Job Description: Treasurer**

**Area of Responsibility:** MDHA Financials

**Objective:** Ensure the proper maintenance of all books and accounts for the MDHA

**Board Duties:**

- Be familiar with the MDHA, GHA, ODMHA, ODHA and Hockey Canada Constitution, By-laws and Regulations.
- Attend all MDHA Board Meetings and give a report at all Executive meetings and a yearly report at the AGM
- Participate in the MDHA's screening policy and adhere to the MDHA Code of Conduct, Ethics & Confidentiality

**Operational Duties:**

- Pay all accounts by cheque, signed by him/her and one other member of the Executive. The signing authority shall be: General Account - signatures of any two of: Treasurer, President or Vice President House Operations. Trust Account – Signatures of any two of: Treasurer, President or Vice President of House Operations.
- Shall authorize all expenditures and investments;
- Shall pay all bills; shall have custody of all monies and other evidence of assets, liabilities, credits or debts of the MDHA;
- Shall duly sign all cheques, instruments of credit and liability, along with one other of the approved signing officers;
- Shall be responsible for having the MDHA's books and accounts audited by a competent accounting firm every second year.
- Provide information and assist the auditors appointed by the MDHA at the AGM
- Deal with any team budget issues brought forward by the Convenors.
- Assist all Convenors where required to approve all team budgets at all perspective levels within the MDHA.
- Provide all team managers with any documentation to assist teams in opening up team accounts for the hockey season.
- Assist with the formation of a seasonal plan detailing critical dates.
- Attend MDHA Discipline Hearings as a panel member when required.

**Required Skill:**

- Demonstrated Financial accounting experience
- Good communicator, patient, common sense, liaise well, self-control, self-starter and organized.
- A keen interest in Hockey
- Dedicated and highly motivated
- Team Player

**Time Commitment:**

Item	Approximate time involved
Monthly MDHA Board Meetings	2-3 hours per month
Adhoc MDHA meetings or League Meetings or Coaches as required	2 hours per month only as required
Attend MDHA Panel Hearings	1-2 hours per month only as required
Check and answer any emails or phone messages in a timely fashion	1 – 2 hours per day. Can be as much as 3 hours per day during peak times i.e. registration, team formation, team sponsorships
Registration – In Person Registration Sessions and Late Registrations	6 hours for two in person registration sessions – 45 hours processing registrations and payments and coordinating information with Registrar (this includes preparation of the banking deposits and attending at the bank)

Registration – On Line	80 hours processing registrations and payments and coordinating information with Registrar
Refunds – Processing Refunds as well as transfers to Gloucester Rangers and other Associations	10 hours per year
Conditioning Camp including registration and refunds	5 hours (includes preparation of banking deposit)
Regular Banking Deposits (i.e. merchandise sales, sponsorships, etc.) during off peak times	2 – 3 hours per month
Monthly reconciliation of Bank Statements	During the months of June to November, can be as much as 3 – 4 hrs per month – this is more so during June and July with on-line registration and cross referencing the registrations with the bank deposits
General Dealings with teams	1 – 2 hours per month
Bill Payments	1.5 hours per month
Insurance – including reviewing team rosters, calculate insurance payable	2.5 hours per year
Annual General Meeting, including preparation of Financial Statement, Balance Sheet and year end report	4 hours per year