



Innisfail Minor Hockey Association

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To All Innisfail Minor Hockey Association (IMHA) Members,

The IMHA Board of Directors is looking for members to fill the Treasurer position on the Board for the 2020/21 season.

- **Treasurer** – This is a volunteer position. Job description & qualifications are attached below. Please note, if you are interested but do not meet all the qualifications you may still submit your name & may be a successful candidate for the role

If you are interested in the Treasurer position, send your Letter of Interest into the IMHA office at: innisfailminorhockey@gmail.com

The deadline for submissions will be Friday November 20th, 2020 at 5:00 pm

Treasurer

Job Description

The Treasurer shall ensure the financial affairs of the IMHA are controlled and documented in an orderly fashion.

Duties:

1. Must be an active member within the Board of Directors for a minimum of one (1) year within the previous five (5) years.
2. Shall maintain legible, accurate and commonly acceptable accounting ledgers to ensure the financial affairs of the Board are properly documented.
3. Shall compile and distribute an up-to-date financial statement to all Board members every Board meeting to ensure all members are aware of the financial status of the Board.
4. Shall, at the earliest possible convenient time, deposit all monies received by the Board to the proper recognized bank account to ensure funds are safely accounted for.
5. Shall, upon Board approval, and with the authorization from the President, rebate funds to participants unable to participate and/or utilize the Minor Hockey Program.
6. The Treasurer shall have the right to demand proof of purchase, payment or other acceptable signed invoice be produced before payment will be issued.

7. Shall be responsible for ensuring the Board is aware of the financial situation of the Board but cannot be held personally responsible for any debts incurred by the Board as a result of overspending after notification.
8. Shall be the primary Board member authorized to receive monies for the deposit in the name of IMHA and to issue receipts for the same. This may be delegated by the Treasurer to additional Board members in times of major demand (i.e. registration). This should be kept to a minimum to ensure proper and accurate bookkeeping.
9. Shall, at the general meeting, compile and distribute a financial statement for any and all persons attending. This statement shall be accurate and complete to the best of his/her knowledge at the time of the meeting.
10. Shall, at the end of June, have an independent audit financial statement for the existing IMHA.
11. Shall, with the Risk Management Equipment Director, conduct a yearly review of the insurance requirements of IMHA.
12. Shall have, together with the President or the Vice President, joint signing authority over the monies spent in the name of IMHA.
13. Committee member of Budget Committee (Chairperson) and Registration Committee.