

# Treasurer

## 5.1. Conditions of Nomination:

- Previous Accounting / Bookkeeping experience required.
- Appointed by the Executive and ratified by the membership at the Annual General Meeting (AGM) or as prescribed in the constitution; and
- May require a bond.

## 5.2. General Responsibilities:

1. Submit all financial reports and keep an accurate account of all association monies.
2. Manage all banking transactions on behalf of EMHA;
3. Ensure adherence to and implementation of financial policies of the association; and
4. Maintain financial records on behalf of the association.

## 5.3. Specific Duties:

5. With the EMHA President and EMHA Vice President have co-signing authority of all cheques.
6. Pay all bills incurred and approved by the EMHA Executive in timely manner.
7. Liaise with referees and timekeeper to coordinator payment to them.
8. Liaise with team managers with regards to tournament advances.
9. Liaise with OMHA contact for team registration, insurance, training programs and other incidentals.
10. Liaise with the EMHA Calendar coordinator, Fundraising Coordinator and Sponsorship program lead for income and lottery accounts.
11. Liaise with the EMHA Registrar for registration refunds.
12. Liaise with EMHA Equipment Manager for equipment purchases.
13. Liaise with EMHA Ice Scheduler for ice time consumption.
14. Liaise with EMHA Picture and Banquet Coordinators.
15. Prepare a current balance sheet and a listing of all disbursements for acceptance at all EMHA Executive and AGM meetings.
16. Invest in term deposits as directed by the EMHA Executive.
17. Oversee the annual budgeting process with the EMHA Executive; and
18. Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to any successor.

## 5.4. Accountable to:

19. The EMHA Members;
20. The EMHA Executive

## 5.5. Volunteer Requirements:

21. Varies throughout the year, about 1-3 average hours per week.