



Voting Member: No



Reporting Manager:

Treasurer



TERM: 1 Year

The information given below is intended to provide an understanding and appreciation of the general role. The position description outlines the main purposes in general terms only and is not intended to be prescriptive.

You may be required to carry out other duties in order to commensurate with the role. This will not change the character or purpose of the role but will be necessary to maintain the high standards of CMHA.

This position description may be altered from time to time to meet the changing needs of the Association.

POSITION OVERVIEW

The Treasurer's Assistant is accountable for coordinating CMHA team treasurers as well as all required communications and reconciliations with the Registrar, Treasurer and Fundraising Manager.

GENERAL DUTIES / KEY RESPONSIBILITIES

<p>Start of Season</p>	<p>Review and revise the 'Team Treasurers Responsibilities' document for any changes that are required (with assistance from Treasurer). Set budget timelines for the season.</p> <p>Email team treasurers:</p> <ul style="list-style-type: none"> • Budget & Monthly report template (to be revised as required). • Team Treasurer's Responsibilities document. • Attend the Team Treasurer's meeting. • Ensure all teams have submitted their team budgets by the due date. Review and file each team's budget and ensure they are compliant with CMHA Bylaws and Policies.
<p>During Season</p>	<ul style="list-style-type: none"> • In collaboration with the Registrar, keep track of all registration payments, which include: <ul style="list-style-type: none"> • Payments through website. • Post dated cheques for payment plans. • E-transfers. • External funding payments. • Run reports to reconcile payments for registration fees. • Ensure all teams submit their monthly reports by the specified due date each month. Review and file reports. • Answer any emails regarding questions from the Team Treasurers. • Work with Registrar and Treasurer to determine refund amounts for all coaches/managers/trainers for coaching/training courses. • Keep track of all money received for elite/alternative programs including conditioning/tryout fees and money received for any development sessions and ensure everything is reconciled.

End of Season	<ul style="list-style-type: none">• Gather all team treasurer's backup (bank statements, bank reconciliations, spreadsheets, invoices & receipts) and ensure all team bank accounts are closed.• Provide recommendations to Board of Directors of modifications required for the role.
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Position Description Review Date: May 29, 2022	Board Approved (Y)
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