



CHESTERMERE MINOR HOCKEY ASSOCIATION

TREASURERS ASSISTANT

General Description:

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

Reports to:

Treasurer

Responsibilities:

<p>Start of Season</p>	<ul style="list-style-type: none"> • Review and revise the 'Team Treasurers Responsibilities' document for any changes that are required (with assistance from Treasurer). Set budget timelines for the season. • Email team treasurers: <ul style="list-style-type: none"> ○ Budget & Monthly report template (to be revised as required) ○ Team Treasurer's Responsibilities document ○ Bank letter for each team. • Host a 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.
<p>End of Season</p>	<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.

Voting:

The Treasurers Assistant is a non-voting member of the Board.