



TREASURER (DIRECTOR)

SUMMARY:

The Treasurer position is an elected two-year board position (Director and Officer) under RMMHA Bylaws. Being an Officer includes being a signing authority for the Association. Director positions are elected as general positions and then the Board of Directors as a group decide what role each person will be assigned.

KEY ROLE/RESPONSIBILITIES:

- Chair of the Finance Committee
- Liaises with the contract bookkeeper to ensure that all postings, deposits, and other financial matters are being attended to
- Ensures payroll for staff is done on a semi-monthly basis
- Ensures T-4 slips are provided for salaried employees
- Ensures teams are given their referee money at the start of the season
- Oversees accounts receivable and accounts payable
- Oversees all in-house subsidy programs are being administered
- Reviews monthly financial statements and brings reports to the Board regularly
- Reviews budget regularly ensuring various departments are aware of their spending
- Oversees finance committee budgeting processes (Budget needs to be prepared and ready to go out with Notice of AGM at least 2 weeks prior to AGM date)
- Provides payables reports at all Board meetings
- Reviews refund requests and presents to the board for discussion.
- Acts as main contact for association banking
- Provides data to Admin for grant applications