



Role of the Treasurer

The Treasurer, or person performing the usual duties of a Treasurer, shall keep full and accurate accounts of all receipts and disbursements of the Association in proper books of account and shall deposit all moneys or other valuable effects in the name and to the credit of the Corporation in such bank or banks as may from time to time be designated by the Board of Directors. He or she shall disburse the funds of the Association under the direction of the Board of Directors, taking proper vouchers therefore and shall render to the Board at the regular meetings thereof or whenever required of him or her, an account of all his or her transactions as Treasurer and of the financial position of the Corporation. He or she shall also perform such other duties as may from time to time be determined by the Board.

Specific Duties:

The Treasurer is responsible for oversight of the accounting records with respect to all financial and other transactions of the organization, and under the direction of the Board, shall control cash, cash equivalents, investments and disbursement of funds of the Association.

The Treasurer takes the lead role in working with the staff, Presidents and Vice Presidents and in the preparation of the annual operating and capital budgets.

The Treasurer reviews the annual operating and capital budgets prior to recommendation and approval by the Board.

The Treasurer ensures that financial policies and procedures are developed and reviewed by the Board.

The Treasurer reviews data and financial statements for the purpose of monitoring revenues and expenses and with the input of the staff advises the Board when appropriate action may be necessary.

The Treasurer assists all Committees whenever possible with budgets, fee structures, long range planning and capital expenditures etc.

The Treasurer is responsible for providing monthly operating statements, variances to budgets and forecasts to the Board.

The Treasurer may be designated by the Board of Directors and/or the by-laws as one of the signing officers of the Association. In this capacity, the Treasurer may be authorized to sign or countersign cheques, correspondence, applications, reports, contracts of other documents on behalf of the Association.

The Treasurer may be designated by the Board of Directors and/or the By-Laws as a member of the Executive Committee.

Central York Girls Hockey Association

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