



## **FINANCE DIRECTOR**

*Review date: April 2021*

*Reviewed by: Shelly Javorsky*

### **Position Summary:**

**The Finance Director shall administer all matters relating to the financial operations of Cochrane Minor Hockey. In doing so, the Finance Director shall ensure compliance with the Association by-laws, operating policies, rules and regulations as well as Association Board of Directors decisions. Without limiting the generality of the foregoing, the Finance Director shall:**

### **Specific Responsibilities would include, but not be limited to:**

#### **Attendance at all Board meetings**

- Schedule of Board meeting will be sent out for the year to all directors
- Oversee CMH Administrator books and accounts which reflect all monies received and disbursed.
- Submit a written monthly statement of the Association finances to the Board of Directors.
- Ongoing throughout the season
- Recommend to the Board of Directors special measures, which may be required to correct unsatisfactory financial situations, which may arise in the operation of the association.
- Review records and audit, as required. In collaboration with the VP Administration prepare a budget on anticipated expenditures for the next playing year, and submit this budget to the association Board of Directors for approval at a time to be directed by the President.
- Present to the Annual General Meeting a written report and financial statement on the financial operations of the association for the last complete fiscal year and interim statements for the current season.
- Arrange for audit or review of the House League books of account as directed by the Board.
- Serve as signing officer CMHA bank accounts.
- Maintain regular payment of league liabilities and record same, employing proper accounting practices.
- Perform such other duties as the President may direct.

### **Qualifications would include, but not be limited to:**

- CMHA Member in good standing. Ideally an individual with a finance / business background.