



Job Description - Treasurer

(Voting Position)

Area of Responsibility: Accountable for all monies going in and out of the bank accounts.

Duties:

- Be familiar with the CPGHA, OWHA, ODWHA and Hockey Canada By-laws and regulations
- Attend CPGHA executive meetings
- To oversee the collection and deposits of all monies received
- To be responsible for the disbursement of all monies, ensuring that all disbursements are supported by acceptable receipts
- To ensure that all disbursements are made by cheque and signed by two persons, being the Treasurer and the Vice President, with the President as the alternate signee signing for the Vice President or Treasurer when necessary
- Ensure the proper maintenance of all books and accounts
- Responsible to oversee the disbursement of all payments
- To report all receipts and disbursements to the Executive at periodic Executive meetings as arranged by the President a) one prior to the Annual General Meeting b) a final one at close of the current season's financial transactions; and c) such other(s) as directed by the President.
- Give a report at all Executive meetings and a yearly report at the AGM
- Carry out other duties as assigned by Executive Committee or the Vice President

Time Commitments:

Item	Approximate Time Involved
Monthly Board Meetings	3 hours per month
Tryouts and Sort outs	5-8 hours per week
Phone and email for outstanding payments	
Preparation of monthly reports	