



Didsbury Lacrosse Association
Executive Member Supplementary Information

President

- Ensure ALA gets a copy of the insurance from the rental facility

Treasurer:

- Attend CALL meetings as required
- Understand the clear instructions and timelines from president as to what to do for monthly reports, what is needed for the lawyer
- Accept incoming payments through the bank (EMT)
- Pay invoices via cheques
 - Keep copy of invoice in Treasurers binder
 - Allowed 50 free cheques per year printed by bank
- Check the mailbox in Didsbury # 1783
- Deposit bank deposits
- Treasurer's report for
- Communicate regularly with the registrar about what registrations you have deposited
 - Check ramp to make sure payments you receive are updated
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- Communicate with Accountant to clarify amounts for reports.
 - Current Accountant: Lisa Kloberdanz lkloberdanz@kassoc.ca see attached
 - Receive reports from accountant for lawyer and board
 - Trial balance
 - Profit and loss
 - Balance sheet
 - Annual returns
- Communicate with lawyer to file society status Middle of March
 - Current Lawyer: Jeff D. Davidson jeff@davidsonstiles.ca see attached
 - Profit and loss report
 - Balance sheet
 - Trial balance

- Cover letters
- Board of directors list name, position, mailing address, phone number
- Minutes of meeting from AGM
- Updated Bylaws
- Annual return
- *if needed have a change of address filled out if using a different lawyer so the society proof of filing is received*
- Send proof of filing society annual return to ALA
- NO APPEARAL TO GO THROUGH DLA except club
 - Teams and individuals can order and pay directly through vender

Secretary

- Put minutes onto the DLA website
- Notify corporate registries and ALA of all by-law changes
- Attend CALL meetings as required

Registrar

- Attend CALL meetings as required

Task to be determined each year by Board Members

collection of mail

changing over banking/post office authority

changing of email addresses

reviewing and signing contracts