

CATEGORY: Organizational Structure	LAST REVIEW: 2025
POLICY NUMBER: 3.5	DATE APPROVED: May 29, 2025
TITLE: Position Description for the Treasurer, CCMHA	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws	

1. DUTIES

- Maintains financial records, bank accounts and directs all banking functions, including teams.
- Prepares financial reports for presentation as requested at the Board of Directors meetings.
- Is responsible for obtaining draft financial statements for the previous fiscal year for submission to the Annual General Meeting.
- Is responsible for obtaining year-end Financial Statements for the previous season prior to the commencement of the next season.
- Must be a signing authority for all cheques along with the President and other designates.
- This position is recommended to be the Registrar.

2. SELECTION

Candidates for the position of Treasurer must be active members of the Association Board of Directors in good standing and be nominated by the Nominating Committee.

Candidates for the position of Treasurer will not be accepted from the general membership unless the Nominating Committee is unable to nominate a candidate from the active Board of Directors members.

To be considered valid, a Nominee for the position of Treasurer shall possess a recognized professional accounting designation or relevant experience subject to Board approval.

3. TERM

This position is filled on a two year term.

4. DESIRABLE ASSETS

- Commitment to the Association Vision, Mission and Values
- Ability to meet personal commitments and agreed upon deadlines
- Good communication and interpersonal skills
- Strong organizational skills

5. TIME COMMITMENT

- Approximately twenty (20) hours per week at the beginning and end of hockey season.
- Approximately ten (10) hours per week during the hockey season.
- Approximately ten (1) hour per week during the off season.

6. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.