

Position

Treasurer



Responsibilities taken from the BGHA By-laws

Major Role

The Treasurer is accountable for all monies going in and out of the bank accounts. As a member of the association’s board, this role is a representative of the general hockey public, working in the best interest of the entire youth organization.

You will attend board scheduled meetings to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

Responsibilities

- Keep an accurate account of all BGHA funds
- Give an accurate financial statement at each monthly meeting
- Be a signing officer of the Association
- Ensure adherence to and implementation of financial Policies in the financial administration of the Association;
- Ensure the submission of the books of account to the Auditor of the Association at the end of the financial year;
- Present a Report of the Auditor from the previous year and a projected financial position for the current year to the Membership at the Annual General Meeting;
- Evaluate, review and recommend financial policy or assistance to the Executive/Board;
- Carry out duties assigned by the Board, the Executive/Board or the President.

Key Competencies

- Ability to negotiate and resolve conflict, provide constructive feedback
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self-motivated and takes initiative
- Accounting and/or business knowledge is a plus
- Base computer skills including email and word processing is required

Role Requirements

- Attend monthly Board meetings
- Personal computer with word processing capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability at residence

Eligibility

- shall be eighteen (18) or more years of age;
- shall not be an undischarged bankrupt or of unsound mind;
- shall be a Member of the Association at the time of his or her election or appointment;
- shall remain a Member of the Association throughout his or her term of office.
- any executive member who has a personal stake, be it as a member of coaching staff or as a parent, in a team(s), they must declare a conflict of

interest and excuse themselves from any discussion or votes involving that team(s). This includes but is not limited to coaching selection, disciplinary action or executive related to that team(s).

- Time Commitments
- Monthly Board Meetings – max – 2.5 hours
 - Time ebbs & flows dependent on the time of the hockey season – approximate average is 3.5 hours per month
- Term
- 2 years
- Nomination
- Posted on-line on even years
Nomination submitted by 2 members in good standing with AGM election