



## **Minnesota Hockey**

### **DESCRIPTION OF JOB RESPONSIBILITIES & EXPECTATIONS**

**POSITION:**           **Treasurer**

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**STATUS:**           **Volunteer – Elected For A Three Year Term**  
**REPORTS TO:**   **Board Of Directors**  
**PREPARED BY:**   **Dave Margenau**  
**DATE:**           **February 2020**

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#### **SUMMARY:**

The Treasurer shall be responsible for all Minnesota Hockey financial activities, direct and coordinate financial policies, programs and investments.

#### **ESSENTIAL RESPONSIBILITIES:**

1. Supervise the custody of Minnesota Hockey's assets & funds.
  - a. Ensure that the fiscal policies and practices of the corporation are properly observed and carried out.
  - b. Supervise the maintenance of the corporation's financial records.
  - c. Lead and coordinate annual budget planning process
  - d. Manage the corporation's investment portfolio.
  - e. Supervise the insurance and bond requirement program to ensure they comply with the corporation's legal requirements and other needs.
  - f. Analyze the financial and operating statements of the corporation. Make periodic financial reports to the Board of Directors, in such formats as they may direct.
  - g. Make recommendations to the Board of Directors regarding financial policies and programs.
  - h. Ensure that the corporation's reserves meet all legal and otherwise specified requirements.
  - i. Review the corporation's annual certified audit of accounting procedures and practices.
  - j. Perform such duties as usually pertain to the office of Treasurer.
2. Attend Minnesota Hockey Board Of Director's meetings as may be scheduled from time to time for general business purposes
  - a. Serve as a member of the Executive Committee.
  - b. Serve as Chair of the Finance/Budget Committee
  - c. Participate on a minimum of two other Minnesota Hockey Committees as may be appointed by the President and as personal time may permit.

## **QUALIFICATIONS:**

Must be a current member of the Minnesota Hockey Board of Directors or an adult resident of Minnesota who supports and can further the purposes of the corporation

Should have an interest in the sport of ice hockey, together with the ability and willingness to devote the required time to properly discharge the responsibilities of this position.

Should have experience in the finances of managing a business

Should have communicative skills, both written and oral, in the English language, with regular access to a telephone and e-mail.

Should be able to drive and have regular access to an automobile.

Computer skills, with experience in word processing and spreadsheets

This is a volunteer position, without any pay or benefits. The following business expenses, as they pertain to Minnesota Hockey business, are eligible for reimbursement:

- Minnesota Hockey authorized meeting attendance, including meals, lodging and travel
- Postage
- Long distance phone/fax calls
- Computer expense & Internet access charges
- Office supplies

Time Commitment: Off Season – 8-10 hrs. per month

Season – 5 - 10 hrs. per week, with extra time during budget preparation and financial audits