

Greenway Amateur Hockey Association

TREASURER POSITION DESCRIPTION

Eligibility: Any parent/guardian who has completed the SafeSport training within the last two years and also completed the Minnesota Hockey background check process with a passing result.

Purpose: Responsible for maintaining proper records of all funds, raised and distributed by GAHA. The treasurer ensures the association is in compliance with all applicable state and federal laws.

DUTIES:

- Maintain the GAHA checking account.
- Accounts Payable – Provide President and/or Executive Board bills for approval and co-sign checks for following:
 - Referee payments
 - Concession Manager Payments
 - Coach reimbursements
 - Tournament fees
 - Player and Coaches registration fees
 - Insurance Payments
- Work with Fundraising Director, Concession Manager and Tournament Director for needed funds.
- Other bills as required or requested by Executive Board
- Accounts Receivable
- Track and provide Tournament Director or Team Managers with pre-paid gate fee and collection.
- Arrange for deposits to be made for all fund raising events.
- Work with Concession Manager to deposit funds raised in GAHA concession.
- Provide a monthly financial report to GAHA board meetings.
- Ensure all insurance, taxes and non-profit status are compliant.

Other Duties

- Attend Monthly Association Meeting
- All GAHA related documents are saved to GAHA's system and not stored on personal equipment.
- All GAHA email communication is conducted through the GAHA email associated with this position.
- Other duties as assigned by Executive Board.

Benefit: Credit for 50 volunteer hours and player registration fees waived.

Revised February 2017