# Title: Treasurer

Role: Executive Board Member

Election/Appointment: Appointed by Board
Voting Status: Voting

Term: Two Years

Compensation: Full volunteer hours

**Description:** The Treasurer is responsible for the oversight and management of the

associations finances.

**Position mandatory requirements:**

* Must attend monthly MWHA Board of Directors meetings on the third Monday of the month
* Must attend MWHA Executive Committee meetings as requested
* Must attend the Team manager trainings in the fall
* Ability to plan and forecast budgets and raise concern regarding the finances, to the boards attention
* Responsible for all financial activities of the Association, including budgeting, forecasting and cash management
* Bank reconciliations
* Monthly reporting at Board meetings (balance sheet, profit & loss)
* Issue checks as necessary
* Work with outside CPA firm for audit/reviewed financial statements for Association
* Work with Ice Schedule Director on ice time payables and receivables
* Meet with Traveling Managers for expectations, distribution of team check-books, and fees collection responsibilities
* Ensure collection of all outstanding debt, including membership
* Process and administer scholarship applications and financials
* File annual renewal as non-profit organization with MN Secretary of State
* Once your term is up you commit to attend the next following meeting after your term to transition your role to your successor, if you leave office early you will help transition at that time.

**Desired Skills:**

* Must have experience with Quicken/Quickbooks and bookkeeping skills, Accounting degree preferred
* Strong communication skills
* Strong organization skills
* Detail oriented
* Ability to work with individuals throughout the organization
* Computer skills; e-mail access
* Positive, helpful attitude
* Ability to attend the monthly meetings and do work between meetings