



Team Treasurer

We require one (1) individual per Community team to complete this task. Duties include, but are not limited to:

- Responds to the directives of the SW Hockey Board, and operates the team finances within established policies, guidelines and regulations.
- In conjunction with the Team Manager, will open the team bank account.
 - Must obtain the authorization letter from the SW Hockey Administrator.
 - Must open the account in accordance to the SW Hockey naming convention.
 - Issue cheques for approved expenses.
 - Responsible for team deposits.
- Is one (1) of two (2) required signatures for the team bank account. The other signature required is from the Team Manager.
 - **NOTE:** signatories can **NOT** be connected in any way. Such as; but not limited to: spouses.
- Develops, maintain and distributes team budget; which is to be agreed to **by a minimum of 75%** of the families.
- Provides copies of team financials, budget etc., to the SW Hockey Treasurer or SW Hockey Financial Coordinator; as requested.
- Collect, communicate and manage team funds.
- Must maintain current budget details of the team.
- **Must email monthly budget updates** to the team; even if there were no changes.
- Respect the use and access of team email addresses. It is **required** that **BCC:** is to be used when emailing families; unless **ALL** families agree otherwise.
- Ensures that all AGLC regulated fundraising is completed and submitted within the deadlines established by AGLC; as required with support from the Assistant Team Manager.
- In conjunction with the Team Manager; retain AGLC files and licensing; as regulated and mandated by AGLC.
 - If the team had a specific volunteering who managed the AGLC license who was not the Manager or Team Treasurer; then the volunteer whose name is on the license should hold the files (in the event the AGLC does an audit), with copies also being provided to the Team Treasurer and Manager.
- Maintains **all** invoices and receipts (not AGLC related) for a **period of 6 months FOLLOWING the end of the hockey season** (April to September). AGLC related paperwork is to be kept on file, as mandated by AGLC.
- Provide 'Proof of Closure' to the SW Financial Coordinator at the conclusion of the season.
- Forward excess 'publicly raised funds' to the SW Hockey Treasurer.
- **Volunteer Bond Category – This is a 'Full Credit Position'.**

NOTE: House League teams must ensure they are following the guidelines as per the House League Program. House League does not require a team bank account, nor a specific team budget because there are no cash calls or fundraising permitted