



Team Treasurer

Sylvan Lake Minor Hockey

Time Commitment: 1-2 hours per week, with increased activity at the beginning and end of the season.

Reports To: SLMHA VP Finance

Position Summary

The Team Treasurer is responsible for the financial operations of their assigned team, ensuring accurate budgeting, transparent tracking of funds, and full compliance with SLMHA and AGLC regulations. This role is critical for ensuring the responsible management of team finances and safeguarding SLMHA's ability to participate in gaming-related fundraising activities.

Key Responsibilities

- Collect, deposit, and disburse team funds.
 - Maintain an up-to-date budget using SLMHA's official template.
 - Open and manage a dedicated Servus Credit Union team account.
 - Track income and expenses; store receipts.
 - Provide monthly and end-of-season financial reports. Initial budget is due October 31st and mid-season budget due January 31st.
 - Ensure 75% parent approval of team budget and changes.
 - Respond to parent inquiries within 24 hours.
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Role-Specific Duties

Bank Account Setup: Work with VP Finance to open the team account at Servus Credit Union with two authorized signatories. Personal or business accounts are not permitted.

Budget Creation & Approval: Collaborate with the Head Coach and Team Manager to develop a budget. Present at the parent meeting and secure 75% approval. Collect and deposit the initial cash call.



Cash Management: Track and record all income and expenses using the SLMHA Excel template. Provide monthly financial summaries to the team.

Fundraising Compliance: Ensure all fundraising follows AGLC guidelines. Obtain proper licenses for raffles, 50/50s, etc. All fundraising money must be spent by season end.

Year-End Reporting: Submit a final report with receipts and bank statements to vpfinance@slmha.hockey by April 30. Ensure a zero-bank balance and arrange to donate surplus fundraising funds to the Shirley Pickering Foundation.

Qualifications & Skills

- Strong organizational and record-keeping skills
- Financial literacy and attention to detail
- Ability to use Excel spreadsheets and basic accounting tools
- Clear communication skills
- Integrity and transparency in managing funds

Training & Support Provided

- Support from the VP Finance
- Budget and reporting templates
- Access to SLMHA Executive for compliance questions
- Collaboration with the Team Manager and Head Coach

Reporting Structure

- Team Manager (day-to-day coordination)
- Division Director (oversight)
- VP Finance (financial authority)
- SLMHA Executive
- SLMHA Admin (as needed)

For questions or support, contact vpfinance@slmha.hockey