



**Ice Hockey Victoria
Position Description**

Position	Treasurer
Business Unit	Executive Board of Management
Reports To	Ice Hockey Victoria Delegate Members
Overview	<p>Ice Hockey Victoria (IHV) is the State Sporting Organisation (SSO) for competitive Ice Hockey in Victoria with its offices based in Essendon North. Its key stakeholders are the members, clubs, Ice Hockey Australia, Ice Sports Victoria, Medibank Icehouse at Docklands and Olympic Ice Skating rink at Oakleigh.</p> <p>The role of the Treasurer is one that is elected for a period of two years by the Ice Hockey Victoria Delegate Committee.</p> <p>The duties of the Treasurer, as a whole, is to ensure all IHV financials are being monitored and reported against.</p>
Position Outline	<p>Treasurer :</p> <ul style="list-style-type: none"> • Attending relevant meetings and events on behalf of IHV • Responding to debtor and creditor inquiries • Ensure all monies, fees and charges are collected in a timely manner • Ensure all payments to debtors are completed within 30 days of receipt • Ensure all financials and budgets are entered onto IHV's accounting software (XERO) • Monitor IHV financials and reports against them on a monthly basis to the IHV Executives and Delegates • Preparation of the Annual Financial reports to the IHV AGM • Ensure that all IHV end of year financial results are given to the IHV approved auditors • Communicate with and provide the required information to IHV's accountant and bookkeepers. <p>Other tasks:</p> <ul style="list-style-type: none"> • General administration • Contribute to the annual preparation of the IHV Annual Business Plan • Document all relevant duties for the Treasurer as part of the IHV succession plan.
Performance Indicators	<ul style="list-style-type: none"> • Set up all IHV accounts on XERO accounting system • Ensure all invoices for debtors are set up • Ensure all creditors are paid within 30 days

	<ul style="list-style-type: none"> • Prepare all monthly IHV accounts for reports to the Executives and Delegate meetings • Ensure all IHV accounts are ready for the annual auditing process • Present the annual IHV audited financials at the Executives and the Delegates meetings.
Contact Hours	8 hrs / week (minimum) over 7 days. Additional time maybe required throughout the season.
Remuneration	<ul style="list-style-type: none"> • This position is an unpaid volunteer position.
Term of Appointment	<ul style="list-style-type: none"> • The position of Treasurer is for a 2 year term. • Position appointment from 1/11/13 until 30/11/15