

# Ice Hockey Queensland Inc Policy Document

## Role and Responsibilities

**Position:**           **Treasurer**

Reporting to:        The President

Responsible for:    Shall establish and maintain proper records concerning all financial transactions of the IHQ. The books of Account shall be kept in the care of the Treasurer.

Duties:

- attend all Executive, Board and General meetings
- establish and maintain proper accounting and records that shall be in accordance with the Association Incorporation Act 1991 (ACT)
- retain and adequately archive/store all records of Ice Hockey Queensland Inc for a period of seven (7) years after the completion of a transaction or operation to which they relate
- prepare a Statement of Accounts and arrange for an Auditors Report for the Annual General Meeting
- provide a monthly Statement of Accounts (cash flow) to the Executive Committee
- formulate with the Executive Committee, an annual budget
- Must be a registered member of IHQ