

Metro East Inferno Female Hockey Association
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May 27, 2026.

Metro East Inferno Female Hockey Association – Financial Assistance Coordinator

The role of **Financial Assistance Coordinator** reports directly to Vice-President Finance (VPF) and is appointed by the Executive Board following the Annual General Meeting each season. Interested candidates should contact the President with expressions of interest, before or immediately following the AGM. The **Financial Assistance Coordinator** shall be responsible for, but not limited to, the following:

- Supporting teams with budgeting expenses for the upcoming hockey season by answering questions about MEIFHA financial and fundraising policies.
- Assisting teams by creating an annual budget template.
- Approving team budgets.
- Assisting teams with unforeseen financial issues such as exceptional budget requests, surplus funds or shortages.
- Assisting the VPF with various other tasks.
- Providing direction to potential funding programs.
- Attending all Board Meetings (monthly) and Special Meetings (i.e. AGM).
- Administering and upholding the applicable policies and procedures of the Association.
- Reporting progress, results and concerns to the Board.