

Metro East Inferno Female Hockey Association
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Metro East Inferno Female Hockey Association – Vice-President Finance

The role of **Vice-President Finance** (VPF) reports directly to the President and is responsible for the financial oversight, budget management, and regulatory compliance of the organization's funds. They ensure every dollar collected from registration fees, sponsorships, and grants is tracked and spent responsibly.

The Vice-President Finance is an officer and voting member of the MEIFHA Executive, elected to serve at the Annual General Meeting every two (2) years. See MEIFHA By-Law 7.4 for voting procedures.

The VP Finance portfolio includes:

- Annual budgets for overall association operations.
- Projects cash flow needs, ensuring MEIFHA funds can cover ice expenses before registration fees arrive.
- Sets the registration fee structure to cover operational costs including but not limited to ice rentals, referees & timekeepers, insurance, and jerseys.
- Manages collection of registration fees, approving exceptional refunds and payment plans administered by the Registrar.
- Manages MEIFHA's bank accounts, corporate credit cards, and signing authorities
- Enforces policies requiring dual signatures on checks and EMT's to prevent fraud.
- Approves expenses, verifying and reimbursing volunteer expenses, coaching clinics, and equipment purchases.
- Issues prompt payments (accounts payable), such as ice rentals, game officials, etc..
- Works closely with the Financial Assistance Coordinator performing any required Team Account Audits, reviewing individual team bank accounts at the end of the season to ensure team funds were handled correctly.
- Files mandatory annual non-profit tax returns and corporate registry renewals, ensuring compliance.
- Delivers the final, transparent financial disclosure reporting to the general membership at the Annual General Meeting.