

**FIELD HOCKEY ONTARIO**

Box# 80030  
Appleby Line, Burlington, ON  
L7L 6B1

tel: 1 (877) 605-0855  
info@fieldhockeyontario.com

## **Treasurer of the Board – Job Description**

Field Hockey Ontario is the provincial association that leads, grows and promotes outdoor and indoor field hockey in Ontario by engaging clubs, developing qualified coaches and officials, and supporting athletes at all developmental stages.

At Field Hockey Ontario (FHO), we don't just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our players, coaches, officials, members, and our sporting community at large. FHO is proud to be an equal opportunity organization starting with the board, employees, volunteers and committee members. We are committed to creating an inclusive and diverse work environment where all individuals feel safe and welcome. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability. FHO welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

### **Role of the Board of Directors**

The FHO Board concentrates on providing strategic leadership and direction to the organization through the development of plans and policies. The Board establishes a clear strategic plan with organizational priorities, initiates supportive policies, holds itself accountable, engages in evaluation, and enhances its governance capacity. Operational authority is delegated to the Executive Director and the Board will monitor and hold the Executive Director accountable for results and progress. Unless otherwise required by the Board, they will not involve itself in day-to-day operations.

### **Time Commitment**

- Minimum of eight (8) meetings per year – two (2) in person, with Special Meetings scheduled as necessary
- Three (3) year term

### **Responsibilities of the Treasurer**

- Reconciles bank accounts and produces financial statements, which they present at board meetings
- Ensures tax-related documents and legal forms are filed on time, such as the documents required to maintain the organization's tax-exempt status
- Assists the Executive Director in preparing the annual budget and presenting it to the board for approval
- Reviews the annual audit and answers board members' questions

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**General Responsibilities of the Board**

- Providing guidance and leadership to the Executive Director and staff as they implement the strategic and operational plans;
- Chair of or participation in committees such as the organizational excellence, high performance, club support, participation, officials & coaches;
- Reviewing agenda and supporting materials prior to board and committee meetings;
- Approving annual budget and audit reports;
- Contributing to the Executive Director annual evaluation;
- Representing Field Hockey Ontario to stakeholders and acting as an ambassador to the organization.

**Additional Considerations**

- Geographical representation across Ontario
- Indigenous peoples (First Nations – includes Status, Treaty or Non-Status, Métis and Inuit)
- Visible minorities (includes people (other than Indigenous) who are non-white regardless of place of birth)
- Individuals with a disability
- LGBTQI2S+ individuals
- Alignment between membership demographics and Board representation

**Timelines and Key Dates**

- Nominations Open – Saturday, October 9, 2021
- Nominations Close – Sunday, November 7, 2021
- FHO 2021 Annual General Meeting – Sunday, November 28, 2021
- First Meeting of New Board – Monday, December 6, 2021

