

POSITION DESCRIPTION

Treasurer

1.0 INTRODUCTION

The purpose of this job description is to establish and define the functional role, authority, requirements, and reporting relationships of the Treasurer of APTA Idaho.

2.0 FUNCTIONAL ROLE AND AUTHORITY

- 2.1 The Treasurer provides a realistic profile of the financial needs of the chapter and achieves a balanced budget in conjunction with the Executive Director and Finance Committee.
- 2.2 The Treasurer serves as custodian of all funds of the chapter with said funds to be paid out only upon approval of the Executive Committee.
- 2.3 The Treasurer serves as a member of the Executive Committee, the Board of Directors, and the Finance Committee, but shall not serve as Chairperson of the Finance Committee.
- 2.4 The Treasurer (in conjunction with the Executive Director) is responsible for making sure all checking/ savings accounts and investments are accurately maintained.
- 2.5 The Treasurer, with the Finance Committee, develops and maintains an accurate and ongoing yearly budget.
- 2.6 The Treasurer has the authority to pay chapter bills as budgeted
- 2.7 The Treasurer has the authority to file the chapter's income tax statements.
- 2.8 The Treasurer has the authority to disburse non-budgeted funds up to \$1000 if approved by the Executive Committee; amounts greater than \$1000, if not included in the budget, must be approved by the membership prior to payment.
- 2.9 **Term:** The Treasurer is elected to a 2 year term during annual elections held in the fall on odd numbered years.

3.0 REQUIREMENTS

- 3.1 **Membership:** Current APTA Idaho member in good standing for at least 2 years required. May be a PT, PTA, Retired or Life Member.
- 3.2 **Experience:** Previous committee chair or leadership position in the chapter preferred.
- 3.3 **Skills, Knowledge, and Abilities:** Ability to function independently and interdependently and have a good understanding of financial statements and accounting concepts. Knowledge and experience in strategic planning, organizational structure, and business operations. Honesty and an ability to fulfill the time commitment to complete the functional role as well as to participate in chapter Board of Directors and Executive Committee meetings.

4.0 REPORTING RELATIONSHIPS

- 4.1 The Treasurer is elected by the membership at large.
- 4.2 The Treasurer reports to the President and the Board of Directors.
- 4.3 Finance Chair, Education Chair, and PTPAC Liaison report to the Treasurer.