

Job Description: TREASURER

Original Adoption/Approval: UNKNOWN

Revised: 6/ 7/ 2021

Reports to: Board of Directors

Term: 3-year term, with no more than two consecutive terms. Term of office shall commence at the close of the Combined Sections Meeting and end at the close of the Combined Sections Meeting 3 years later. The Secretary shall belong to the third class, whose members shall be elected or appointed in the year after the second class.

Elected/Appointed: Elected

Position: The Treasurer is a voting member of the Board of Directors and Executive Committee

Specific Responsibilities:

1. Oversee the finances of the Academy
2. Develop, with the assistance of the Finance Committee, an annual budget for consideration by the Board of Directors
3. Submit an audited financial report for the previous fiscal year to the Academy President by February 15
4. Monitor Academy investments utilizing Association resources to the extent feasible
5. Serve as chair of the Academy's Finance Committee
6. Actively participates in the Academy's strategic planning process
7. Fulfill general Board of Directors responsibilities, including
 - submit written reports at CSM
 - contribute to the Academy's publications as appropriate
 - contribute to the Academy's annual budget review
 - answer occasional member questions

Meetings to Attend:

- Monthly Board of Director conference calls
- One in-person Board of Director meeting at CSM
- Executive Committee Meetings
- Academy Business Meeting at CSM

Resources:

The APTA Communities has references, including a handbook for Treasurers and recorded webinars of various leadership training and specific aspects of the APTA.