

Maine Chapter, APTA

Title: Treasurer

Report to: Board of Directors

Term: 2-year term, no more than two consecutive terms; 5 hours per month

Position Objectives: Lead on chapter financial matters. Serve on the Board of Directors. Serve as liaison officer for assigned groups, per the Organizational Chart.

Benefits: Make a lasting contribution to the Maine Chapter of APTA. Contribute to motions that make a difference to chapter members and the practice of physical therapy in Maine. Work with people who, like you, have a passion for physical therapy.

Specific Responsibilities:

1. Be familiar with the documents in Sections I and II of the Chapter's Policy & Procedure Manual, the Overview of Board of Directors & Executive Committee, and the roles of chapter leadership with which you liaison according to the Chapter's Organizational Chart.
2. Review monthly and quarterly financial reports provided by the Executive Office, and share quarterly financial statements with the Board of Directors and Finance Committee following the close of each quarter.
3. With the Executive Office, maintain complete and accurate financial records, serve as custodian of all funds of the chapter, and ensure financial matters are executed in accordance with chapter policies & procedures and Association guidelines.
4. Serve as chair of Finance Committee, lead the preparation of the annual budget, and report on the financial status of the chapter at membership and Board meetings.
5. With the Executive Office, submit an annual financial report to APTA, and arrange for peer audit or external audit in accordance with chapter policies & procedures and Association guidelines; report results to the Board each fiscal year.
6. Fulfill general Board of Directors responsibilities (participate in chapter Board meetings and annual strategic planning and budgeting process; be familiar with chapter core documents, and become familiar with Robert's Rules of Order Newly Revised; fulfill communication and reporting requirements; contribute to the newsletter and update website as appropriate; respond to occasional member queries).
7. Fulfill general Executive Committee responsibilities (develop/maintain procedural documents, with approval by the Board of Directors; conduct urgent business on behalf of the chapter between Board meetings, if needed; serve as liaison to leadership as indicated in Organizational Chart).

Qualifications: Must fulfill qualification requirements outlined in the chapter bylaws. Must be available to

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participate in Board and membership meetings, as well as APTA meetings as needed.

Training and Evaluation: You will be oriented by your predecessor and/or by the Executive Director. You will be given the opportunity to provide feedback periodically on the functionality of the chapter and the Board of Directors and of your role within the chapter and APTA. The goal of the evaluation process is to improve the function of the chapter and to provide personal and professional development for you.