



## **Position Description: Treasurer**

### **Purpose**

1. To be responsible for all Chapter funds
2. Chair of the Chapter Finance Committee.
3. Share regular financial reports with the Board of Directors.
4. Provide financial reports to the membership on an annual basis as well as upon request.

### **Term of Office**

This is an elected three-year position. No board member shall serve more than three consecutive full terms and not more than two consecutive full terms in the same office. Duties are assumed January 1st.

### **Bylaws Qualifications**

Only physical therapist and physical therapist assistant members of the Chapter as provided for [in the Association bylaws, Article III, Section 2, subparagraph C, and Article IV, Section 4, subparagraph B](#) and who have consented to serve, shall be eligible for election to office.

### **Other Qualifications**

1. Has good planning, organizational, and leadership skills.
2. Has effective written and oral communication skills.
3. Knowledgeable in finance and investments.
4. Ability to function independently and collaboratively to provide direction and leadership.
5. Sound understanding of the health care delivery system, the profession, and the Chapter.
6. Ability to be a futuristic thinker.

### **Responsibilities**

1. Review APTA National Treasurer's Community and Resources to ensure APTA MN is following best practices and you are supported in your role;
2. Maintain accurate records regarding the chapter's finances;
3. Review financial reports every month;
4. Monitor chapter cash flow for ongoing operations;
5. Develop annual operating budget in conjunction with the Finance Committee;
6. Monitor the budget every month and report the chapter's financial status to BOD;

7. Identify resources for long-term chapter operations. Identify the need for additional revenues or expense reductions;
8. Oversee the Chapter's financial investments;
9. Attend all meetings of the BOD;
10. Attend all meetings of the Executive Committee;
11. Attend all meetings as Chair of the Finance Committee;
12. Perform such other duties directed by the President or Board.
13. Orient the new incoming Treasurer.

### **Fulfill the requirements of a member of the Executive Committee**

The Executive Committee consists of the officers of the Chapter. Between meetings of the Board, the Executive Committee has the authority to take action consistent with established Chapter policies or decisions, and to take action on behalf of the Board in emergencies, reporting to the Board at its next succeeding meeting any action taken.

The Executive Committee shall

1. Oversee APTA MN staff/contractors.
2. Provide for the development and maintenance of procedural documents related to the Bylaws and Chapter policies. Policies will be taken to the Board of Directors for approval as required.

### **Attendance/Workload Expectations**

1. Attend and lead Chapter Finance Committee meetings, 1 - 2 times per year, and as necessary to manage the finances of the chapter and perform required finance audits as directed by APTA.
2. All Board of Directors meetings (virtually plus 2 in-person meetings typically per year). The Board meets typically nine months per year. Meetings are typically 2 hours in length and scheduled in the evening.
3. All Executive Committee meetings. The Executive Committee meets 9 times per year or as needed (virtually).
4. Annual Conference attendance.
5. Coordinating Council meeting and Business meeting (typically virtual).
6. Attend committee and workgroup meetings as needed to further the work of the committee/workgroup.

### **Time Commitment**

The Treasurer may spend an average of 1-2 hours/week on APTA MN-related tasks in addition to 1-2 hours per month creating financial updates and reports.

### **Resignation**

An Officer may resign by providing written notice to the President and Board of Directors.

## **Dismissal**

An Officer may be removed with or without cause in accordance with state law. Further, if an Officer resigns or is expelled from Chapter membership, such Officer shall automatically cease to serve as an Officer of the Chapter.

Grounds for dismissal include

1. Noncompliance with Chapter policies and procedures or unethical conduct as outlined in the APTA Code of Ethics.
2. Failure to perform the duties as delineated in this position description.
3. Failure to attend the Board of Directors or other essential meetings.

## **Position Benefits:**

1. Professional networking opportunities with local, state, and national leaders within APTA and other organizations with an investment in physical therapy.
2. Opportunity to advance current professional practices and positions through active participation.
3. Growth opportunities within personal life, transferring from professional experiences.
4. Advancement of individual leadership skills for use in future professional and personal endeavors.