

**OFFICE**: Treasurer

**BYLAW DUTIES**: The Treasurer shall:

A. Be responsible for the receipt, disbursement, and accurate recording of all Chapter funds as prescribed in Chapter Policy and Procedure Manual.

B. Present all written reports as prescribed in Chapter Policy and Procedure Manual.

C. Serve as a Chair of the Chapter Finance Commit­tee.

D. Submit all necessary forms to State and National Government Agencies.

**ELECTION**: Active or life member who has been in good standing in the Association for at least two (2) years immediately preceding the election. This position is elected at the annual session in odd numbered years for a term of two years and assumes office Jan. 1 of the next calendar year.

**RESIGNATION**: Letter of resignation is sent to the Chapter Board of Directors.

**DISMISSAL**: The Treasurer may be dismissed by the Board of Directors for failure to attend meetings, for failure to fulfill responsibiliti­es, and non-compliance with policies and procedures. Appeal of the dismissal must be submitted in writing to the Board of Directors.

**ADDITIONAL RESPONSIBILITIES**:

A. Attendance at the Board of Directors, Executive Committee and Chapter Business meetings is required.

B. Present a report in writing on the financial status of the Chapter at all Chapter and Board of Directors meetings.

C. Submit an Annual Report to the Chapter at the annual membership session.

D. Work with the INAPTA appointed accountant to prepare a consolidated, Annual Treasurers Report to the APTA Office along with all District Treasurers Reports as requested by APTA office.

E. Update Treasurer's Procedures Manual prior to transfer of office, and transfer to the newly elected Treasurer the records, corre­spondence, reports, and all other pertinent information collected during the term of office.

F. Frequently review the electronic record of all receipts and disbursements as coordinated with Executive Director's computer system.

G. Review all reimbursement request forms submitted by INAPTA members and discuss any questions regarding requests with the Executive Director. The Executive Director is responsible for producing and mailing out the checks.

H. Treasurer will sign all checks presented by the Executive Director after assuring their accuracy and will be responsible to mail these in a timely manner.

I. As a member of the Executive Committee the Treasurer may also be responsible for liaison with or monitoring of committees of the Board.

J. The treasurer and accountant are provided access to the checking account and accounting software and can view the reconciliation of accounts for the chapter.

K. Maintain a record of all receipts and disbursements as coordinated with Executive Director's computer system for PAC.

**BENEFITS:** By contributing governance and visionary leadership you help the Chapter move forward in accomplishing our mission. You may also advance your knowledge and skills in business management through your participation on a Board level as well as training opportunities and interaction with Chapter staff.

**TIME COMMITMENT:** 4-8 hours a month (not including Chapter meetings)

**QUALIFICATIONS:** Must be an INAPTA PT, Life Member PT, PTA or Life Member PTA in good standing. In order to be successful a basic knowledge of computers is required for reporting and email purposes. Financial knowledge would be helpful but not an absolute requirement. Willingness to undergo further training in necessary in order to be able to complete the role of treasurer of INAPTA is required.

**EVALUATION:** The INAPTA Board President will contact you prior to the end of your term for feedback on your experience as a volunteer leader. This will be used to update job descriptions and orient future INAPTA leaders.

TREA: 07/11/89

REV. 08/01/97; 08/14/08; 07/08/12