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**POSITION**: Treasurer

**BYLAW DUTIES**: The Treasurer shall:

1. Be responsible for the receipt, disbursement, and accurate recording of all Chapter funds as prescribed in Chapter Policy and Procedure Manual.
2. Present all written reports as prescribed in Chapter Policy and Procedure Manual.
3. Serve as a Chair of the Chapter Finance Commit­tee.
4. Submit all necessary forms to State and National Government Agencies.

**ELECTION**: PT, PTA 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 in odd numbered years for a term of two years and assumes office on the first day of the month following the election.

**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**:

1. Attendance at the Board of Directors, Executive Committee and Chapter Business meetings is required.
2. Review monthly reports provided by the Chapter accountant.
3. Present a report in writing on the financial status of the Chapter at all Chapter and Board of Directors meetings.
4. Submit an Annual Report to the Chapter at the Fall Conference Business Meeting.
5. Update Treasurer's Job Description 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.
6. As a member of the Executive Committee the Treasurer serves as a liaison to the Finance/Audit Committee, District Treasurers and the PAC Chair.
7. The Treasurer also serves as the PAC Treasurer.

**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 APTA Indiana PT, Life PT, PTA or Life PTA Member 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.

**EVALUATION:** The Chapter 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 Chapter leaders.

TREA: 07/11/89

REV: 08/01/97; 08/14/08; 07/08/12; 3/4/19; 10/11/19