

**APTA Academy of Aquatic Physical Therapy
Job Description**

Treasurer

Report to: President and Board of Directors
Elected to office by membership vote

Term: 2-year term, with no more than two consecutive terms

Specific Responsibilities:

- Report on the financial status of the Academy at all business meetings (annual, executive and Board)
- With the Executive Office, submit an annual financial report to the Association.
- With the Executive Office, maintain complete and accurate financial records, which shall be audited annually.
- Submit a proposed budget at the December Board of Directors meeting for approval.
- Serve as chair of the academy's Finance Committee.
- With the Executive Office, follow the internal control procedures for all accounting and bookkeeping activities.
- With the Executive Office, implement and monitor use and policy and procedure for the Policy on Reimbursement.
- Actively participates in the academy's strategic planning process
- Contribute to the newsletter as appropriate
- Contribute to the Academy's annual budget review
- Answer occasional member questions
- Notify the Communications Committee any announcements that should be broadcasted to the membership via the established media outlets
- Submit Board reports by established deadlines prior to each Board meeting
- Fulfill general Board of Director responsibilities (submit written reports at CSM and AC; contribute to the newsletter and/or Social media & Website page as appropriate using the Communication form; contribute to the section's annual budget review; and answer occasional member questions).
- Actively identify and mentor a member for your position for the purposes of successful succession planning.

Meetings to Attend:

- One in-person board of directors meeting at CSM
- Academy Membership Meeting at CSM
- Quarterly 2 hour board of director conference calls (Typically on a Saturday from 10 am to Noon)
- Quarterly executive committee conference calls (Typically on a Saturday from 10 am to Noon eastern)

Duties of the Board:

- Carry out the mandates and policies of the Academy.
- Adopt the Academy's annual Budget.
- Direct all business and financial affairs for and on behalf of the Academy; be responsible for all its property and funds.
- Foster the growth and development of the Academy.
- Publish Bylaws.
- Identify and appoint chairs for committees and task forces except for the Nominating Committee, Finance Committee and the Journal Committee which are provided for in these Bylaws.
- Be responsible for time, and location of Academy meetings.
- Be responsible for Academy communications.
- Provide for development, maintenance, and review of Academy policies and procedural documents.

This position is reimbursed with a capped amount for travel on behalf of the academy. Please see the academy's reimbursement policy for capped amount