

TREASURER

I. DUTIES AND RESPONSIBILITIES

- a. Serves as a voting member of the Academy's Board of Directors.
- b. Chairs and serves as a member of the Finance Committee.
- c. Submits financial reports to APTA upon request.
- d. In August, partners with Executive Director to request all leaders compile budget requests from their areas of responsibility.
- e. Ensures committee leadership reports have been documented and submitted to the executive office bi-annually based on the approved reporting calendar. Reports to be shared with the Board of Directors to ensure organization is working towards strategic initiatives.
- f. Partners with Executive Director to create draft budget for Board consideration. Goal for budget completion and approval is December.
- g. The Treasurer will consult with the Executive Director in management of the following:
 - i. Secure Academy bank and investment accounts and reviews monthly transactions to assure fiscal responsibility to the Academy is maintained
 - ii. Handle disbursements for the Academy
 - iii. Deposit all payments in Academy accounts
 - iv. Review component credit card statements, verify charges, and process payments
 - v. Monitor journal entries for investments
 - vi. Review monthly and year-end financial statements
 - vii. Assist with budget preparation and projections
 - viii. Ensure ledger, journals, and budgets for the Academy are maintained.
 - ix. Arrange for completion of state and federal income tax forms, 1099's, and annual audit by independent CPA
 - x. Solicit and secure peer reviewer for annual review.
 - xi. Assure that all monies received and disbursed are entered appropriately.
 - xii. Assure that monies received are deposited promptly and deposit slips maintained for the records.
 - xiii. Ensure Academy is timely in payments and properly documented.
 - xiv. Ensure IRS tax returns are filed annually prior to May

II. FINANCIAL

- a. Submits expense reimbursement request to the Executive Office per ANPT policy and instructions. The Treasurer will be reimbursed in accordance with the Academy's Honoraria and Reimbursement Policy and according to the amount as defined in the annual budget.
- b. Manages the Academy's annual budget planning process in partnership with the Executive Director.

- c. Monitor Academy budget throughout the year and in collaboration with the Executive Director. Respond to specific financial inquiries or questions as needed.

III. ORIENTATION OF SUCCESSOR

- a. The Treasurer provides for smooth transition by acquainting the newly elected Treasurer with pertinent information, materials, and procedures. This should occur within 6 weeks of election. The template for orientation includes (but is not limited to):
 - i. mission/vision/goals as appropriate
 - ii. job duties
 - iii. timelines
 - iv. current initiatives
 - v. current challenges (e.g., use select sections of Policy & Procedure manual such as job description, calendar, strategic plan)
 - vi. role as mentor to others, including newly elected Board members and Committee liaisons
- b. Both the incoming and outgoing Treasurer should attend the June Board planning meeting if possible. In order to preserve institutional memory, it is encouraged that the outgoing Treasurer meet with new Treasurer over the course of the transition months.