



Treasurer Job Description Policy

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Effective date: 4/2012

Purpose:

To describe the role, responsibilities and activities of the Treasurer on the PTWA Board of Directors.

Background: The job description for the Treasurer including the qualifications, election mechanism, term of office, duties and responsibilities are prescribed in the PTWA Bylaws.

PTWA Bylaws

Article IV. Membership

Section 4.06 Chapter Representation:

No member or group of members of the Chapter shall profess or imply that it speaks for or represents the Chapter, unless authorized to do so in writing by the Board of Directors or as provided for in these Bylaws.

Article VII. Governance

Section 7.01 Composition:

(A) Board of Directors:

(1) The President, Vice-President, Secretary, Treasurer, one At-Large Western Washington Director, one At-Large Eastern Washington Director, one SIG Panel Director, one Practice Panel Director, and one Professional Enhancement Director shall constitute the voting members of the Board of Directors

Section 7.02 Qualifications:

Immediately preceding assumption of office the members of the Board of Directors shall have been:
Secretary and Treasurer:

1) A Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, or Life Physical Therapist Assistant member of the Association and Chapter for two (2) years.

Section 7.03 Terms and Vacancies:

(A) All members of the Board of Directors shall assume office immediately following the Chapter Meeting.

(B) No Board member shall serve more than four consecutive elected terms, nor more than two consecutive elected terms in the same position. Partial terms that occur by appointment or election to complete unexpired terms, or to fill a portion of a term due to organizational restructuring, shall not count toward the four consecutive elected terms or the two consecutive terms in the same position.

(C) Officers:

(1) The term of office of the President, Vice-President, Secretary and Treasurer shall be two (2) years or until the election or appointment of their successors.

(3) Appointment by the Board of Directors to complete unexpired terms shall not count toward terms in Art VII, Sec 3, B.

(5) The Treasurer shall be elected at the Chapter Meeting in uneven calendar years.

(6) Vacancies:

In the event, for whatever reason, there is no membership elected President-Elect or if, before the expiration of the term for which they were elected, the President-Elect or President dies, resigns, is removed or becomes disqualified, the Vice-President shall succeed to the office

vacated for the unexpired portion of the term. In the event, for whatever reason, there is any other officer position in which there is no membership elected officer, or there are vacancies created by the death, resignation, removal or disqualification of other officers, these positions shall be filled by appointment by the Board of Directors for the unexpired portion of the term.

Section 7.04 Officers:

The officers of the Chapter shall be the President-Elect, President, Vice-President, Secretary, and Treasurer.

(E) Treasurer:

The Treasurer shall be the Chair of the Finance and Audit Committee; shall be responsible for the fiscal policies of the Chapter, and preparation of the annual budget to be presented to the Chapter membership at each Chapter Meeting. If a non-budgeted or over-budget expenditure of less than \$1,500.00 is deemed necessary by the Treasurer, the Treasurer may approve such expenditure. If the expenditure exceeds \$1,500.00, a majority vote of the Board of Directors is required. The Treasurer is to have a C.P.A. compile, review or audit the financial records of the Chapter annually. The Treasurer shall carry out such other duties as directed by the Board of Directors and/or Chapter membership.

Section 7.05 Duties:

(A) Board of Directors:

(1) Shall carry out the mandates and policies of the Chapter as determined by the membership, in accordance with the policies and procedures set forth in these Bylaws.

(2) Shall have full power and complete authority to transact all business for and on behalf of the Chapter subject to the provisions of Chapter and Association Bylaws, and all resolutions and enactments of the membership except for duties specifically retained by the membership.

(3) Shall appoint special committees and task forces and may direct their activities.

(4) Shall bring before the membership at any regular or special meeting, or by correspondence, communications from the Association for information, discussion and/or vote.

(5) Shall make an annual report to the Association and shall report to the Association any member not in good standing in the Chapter.

(6) Shall bring before the membership at any regular or special meeting, or by correspondence, actions of the Board of Directors for information, discussion and/or vote.

(7) Shall develop and maintain a Chapter policy and procedure manual.

(8) Shall appoint Standing Committee Chairs, except for that of the Nominating Committee.

(9) Shall appoint a three (3) person committee prior to the legislative session, composed of the Legislative Committee Chair and any two of the following: President, Vice-President, President-Elect, Secretary, Treasurer, or Practice Panel Director, who may make compromise changes in emergency situations when legislation is in jeopardy.

(10) Shall schedule an annual meeting of the chapter membership.

Section 7.06 Conduct of Business:

Board of Directors:

(A) The Board of Directors shall meet at least four (4) times annually. A majority of the voting members shall constitute a quorum.

(B) Board members shall be notified of regular meetings no less than thirty (30) days in advance of the date, place and time of the scheduled Board meeting.

(C) The Board of Directors shall automatically accept the resignation of any Board member who misses two (2) Board meetings in one calendar year without verbal or written permission of the presiding officer.

(D) The President may call a special meeting of the Board of Directors provided all members of the Board have been notified of the time, place and date of such meeting prior to its occurrence. Special meetings shall not be considered to be applicable for automatic resignation purposes.

(E) The President must call a special meeting of the Board of Directors upon written petition of 50% of the Board.

(F) Only duly elected voting members of the Board of Directors may vote at Board of Director meetings.

Section 8.02 Finance and Audit Committee:

The Finance and Audit Committee shall consist of at least three (3) members, chaired by the

Treasurer. Committee members, other than the elected Treasurer, shall be appointed by the Treasurer, serve a two (2) year term and assume office immediately following the Chapter Meeting. This Committee shall advise the Board of Directors on matters pertaining to PTWA's financial needs, growth and stability based on periodic review of income, expenditures and investments. The Committee shall present an annual budget to the Board of Directors. The Committee shall be the point of contact and meet at least annually with PTWA's independent auditors or accountant to discuss PTWA's financial status. The Committee shall advise the Board of Directors of any irregularities or material findings that arise from the independent audit or other sources.

Article X. Elections

Section 10.06 Election Schedule

(A) Chapter Meeting of uneven calendar years: Treasurer

Article XI. Finances

Section 11.02 Limitations on Expenditures

No officer, employee, or committee shall expend any money not provided for in the budget as adopted, or spend any money in excess of the budget allotment, except by order of the Board of Directors or as allowed for in these Bylaws. The Board of Directors shall not commit the Chapter to any financial obligations in the excess of its current resources.

Policy:

The Treasurer shall be the Chair of the Finance and Audit Committee and is responsible for the fiscal policies of the Chapter, preparing an annual budget to be presented to the Chapter membership at each Chapter Meeting.

Verification/Authorization/Approval: PTWA membership and PTWA BOD

Revision History: 10/25/97; 4/25/98; 10/23/99; 4/29/00; 10/27/01; 4/20/02; 10/26/02 5/3/03; 2/01/05; 4/29/06; 4/28/07; 10/25/08; 4/17/10; 10/30/10; 4/12



Treasurer Job Description Procedures

Document #: A-140a

Effective date: 4/2012

Purpose:

To describe the role, responsibilities and commitments of the Treasurer on the PTWA Board of Directors.

Background: The job description for the Treasurer including the qualifications, election mechanism, term of office, duties and responsibilities are prescribed in the PTWA Bylaws.

Procedures:

Individual Responsibilities

1. Represents the interests of all PTWA members.
2. Develops a balanced annual budget with the Executive Director and the Finance and Audit Committee that addresses membership needs and the goals of the Chapter.
3. Presents the annual budget for approval by the Board of Directors.
4. Organizes budget meetings as indicated by Chapter policies and procedures.
5. Monitors the Chapter's finances on a regular basis to assure compliance with the annual budget.
6. Submits quarterly and annual financial reports to the Board of Directors and membership.
7. Coordinates an annual financial review or audit by a professional auditor and a peer review.
8. Monitors, reviews and reallocates the Chapter's investments to meet the needs of the Chapter and to assure compliance with the Chapter's Investment Policy.
9. Reviews and modifies as needed the Chapter's Financial Policies and Procedures.
10. Serves on the Personnel Committee.
11. Meet with Executive Director for general orientations, to develop the budget, and organize the audit and other meetings as needed.
12. Meet with the Finance and Audit Committee to develop the budget and other meetings as needed.

Financial Commitments

1. As the budget allows, Board of Directors related travel is paid for by PTWA as previously described.
2. Support of PTWA and PAC fundraising activities is encouraged

Verification/Authorization/Approval: PTWA BOD

Revision History: 4/12