

TREASURER

The duties and responsibilities of the Treasurer are to:

1. Serve as a member of the Chapter Board of Directors and Executive Committee. Participate in discussion of the agenda items prior to Board meetings. Each motion to come before the Board of Directors must contain in the support statement a reference to its pertinent Chapter goal(s) and objective(s).
2. Serve as Chairperson of the Finance Committee. A meeting of this committee is to be held annually.
3. Utilize the Finance Committee as a resource for the development of the annual budget. This includes but is not limited to oversight of all expenditures as well as the development of revenues.
4. Utilize the margin of 5% greater than two (2) years of expenses exceeding income to indicate the need for a dues increase.
5. Develop, review, and revise an investment policy for the Chapter.
6. Be fiscal steward of all Chapter funds and investments.
7. Maintain an accurate record of all income and expenditures.
8. Present books for audit on request of the Board of Directors.
9. Prepare an Annual Treasurer's Report for the APTA, a copy of which shall be retained in the Treasurer's file, and another copy in the Chapter's permanent file (Executive Director).
10. Prepare the annual budget to present to the Board of Directors for approval.
11. Make appropriate allocation of APTA dues to districts.
12. Allocate funds as directed by the Board of Directors.
13. Maintain quarterly treasurer's reports including starting balance, income, expenses, and closing balance.
14. Maintain all financial accounts.
15. Report in writing the financial status of the Chapter at the Board of Directors and Executive Committee meetings.
16. Submit an annual budget for his/her office.

17. During the term of office (annually review by June 30th) and prior to the end of the term of office, review and revise relevant sections of the PPTA Policy and Procedure Manual as indicated. All such changes are subject to the approval of the Board of Directors.
18. Arrange for an annual audit of Chapter financial records.
19. Arrange for a satisfactory bond for the Treasurer.
20. Orient the successor to the contents of the Treasurer's file and to the duties of the office.
21. Keep membership informed of Chapter/Association activities via a minimum of two newsletter articles annually.
22. Respond to any and all charges from the Board of Directors.
24. Submit an annual report to the Chapter Office within a month after close of the fiscal year.