

## **TREASURER**

**Position: Elected by a vote of the membership to a position on the Board of Directors Of the Section on Women's Health.**

**Term: 3 years – 2 terms**

### **What do I have to do?**

1. Maintain the financial records for the Section
  - a. Oversee the budget process
  - b. Write and maintain reports on the financial status of the Section
    - Write annual financial report for membership
    - Report on the Section's financial status at CSM
    - Report annually in the newsletter or the web, on the financial health of the organization
  - c. Maintain the checking account and investments
  - d. Act as an information source for members and the public regarding financial matters
2. Sign checks
3. Communicate regularly with APTA Financial Department regarding Section financial management and records
4. Communicate regularly with the Director of Communications regarding all volunteer positions falling under the Treasurer

### **Time Commitment:**

1. Approx. 2 hours per month to sign checks, review financial reports, monitor budget, and respond to e-mails, and other miscellaneous management duties of the position
2. Larger chunks of time are needed in July and August to prepare the budget to prepare for summer retreat, and to review and finalize the budget after retreat – average 5-10 hours
3. Large chunk of time needed in December/January to plan for CSM – prepare and submit motions and agenda items, prepare annual report – average 2-5 hours
4. Telephone conference calls with the Board of Directors twice yearly, usually in April and October – submit agenda items, time in conference call – average 2-4 hours each time in prep and phone time
5. Telephone conference calls with the Executive Board 3-5 times yearly, or as needed. Average 1-2 hours for each call and prep time

**Do I have the right attributes for the job?**

1. Attentive to detail (prompt communications, familiarity with budgets and ability to carefully scrutinize financial data)
2. Organized and good time management skills – ability to respond quickly to requests and meet time deadlines
3. Good financial management skills – budget developments, management of investments, monitoring financial health of organization

**Why should I do this?**

1. To serve the membership
2. To assist the Section to remain financially healthy
3. To be a part of the team directing the future path of the Section
4. To work with a motivated, energetic group of women with marvelous vision
5. Be a part of the future of physical therapy for women, especially on a more regional and national scale

**Material Benefits**

1. Free tuition to Pre-conference course at CSM
2. Travel, hotel and per diem paid for at CSM (based on shared room)
3. Travel, hotel and per diem paid for summer Retreat (based on shared room)
4. Travel, hotel and per diem paid for 1 day of Annual Conference for an Executive Officer meeting