

**Aquatic Physical Therapy Section, APTA  
Job Description**

**Title: 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 Section at all business meetings
- 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 Conference Call. All revisions will be completed on before the budget is voted upon.
- Attend various meetings representing the Section.
- Attend quarterly board of directors meetings.
- Serve as chair of the section'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 section's strategic planning process.
- Fulfill general Executive Committee responsibilities (submit written reports at CSM and AC; contribute to the newsletter and/or Web page as appropriate; contribute to the Section's annual budget review; and answer occasional member questions).

**Meetings to Attend:**

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

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