



APTA Academy of Cardiovascular & Pulmonary PT Position Description

Treasurer

Term: will be a three-year term, with no more than two consecutive terms.

- Serve on the BOD with one vote.
- The Treasurer shall attend all Cardiovascular & Pulmonary Section (CVP) Meetings including CVP Board of Directors (BOD) and national meetings including CSM.
- The Treasurer shall attend all required meetings held by APTA for section Treasurers.
- Continually monitor the financial status of the Academy.
- Review and approve expenditures as outlined in Academy Policies and Procedures.
- Monitor Academy investments, in collaboration with the Finance Committee, and make recommendations to the Board about necessary changes to investment strategy.
- Submit financial reports by calendar deadlines for CVP BOD and CVP Business and Membership Meetings.
- Submit financial records annually for audit by membership, CVP BOD, and/or certified public accountant.
- Serve as Chair of the Finance Committee.
- Serve as liaison to other components as directed by the President.
- Submit proposed annual budget to the President and CVP BOD by November 15.
- Send copies of all Section correspondence to the Section President .
- Orient the incoming Treasurer following the close of the Business Meeting at CSM. As part of the orientation process, the immediate past-Treasurer shall serve in an advisory capacity for one year so long as such service does not preclude other Section activity.
- Each newly elected Treasurer shall receive from the outgoing Treasurer a copy of the policy and procedure manual, all financial records and other materials as deemed necessary for the smooth transition of operations.