



Position Description – Treasurer, AAPM&R Board of Governors

Volunteers are the fuel that power the Academy. With every new volunteer, AAPM&R becomes more energized, more diverse and inclusive, and better equipped to reach our common goals. Join the growing roster of Team Physiatry members contributing their time and expertise to support the mission, vision, and core values of the Academy. Learn more about the Treasurer opportunity below.

The Academy's Board of Governors sets the direction of the Academy. Our Bylaws determine the composition of the Board of Governors. Board Treasurer is an important role. Learn more about the Treasurer position below.

Board Member Responsibilities -- Overview:

- Establish the vision, mission, and goals for the organization through a long-range strategic planning process.
- Allocate resources to support defined AAPM&R priorities.
- Assess the success of AAPM&R programmatically and financially.
- Assess and provide oversight for all programmatic and policy aspects of the Academy.
- Provide input and counsel to the Executive Director in the implementation of programs and activities.
- Be an ambassador of AAPM&R, promoting the organizations image and recruiting future volunteers.

Specific Treasurer Responsibilities/Roles:

- Work closely with the Executive Director and Associate Executive Director of Finance and Operations to monitor all financial aspects of the Academy.
- Chair the Academy's Finance Committee and interact with the Academy's Audit and Investment committees; serve as a member of the Executive Committee of the Board.
- Review the Academy's monthly financial statements and other financial documents to ensure understanding of the Academy's financial situation; participate in the process of biweekly check-signing.
- Present an annual operating and capital budget, upon the recommendation of the Finance Committee, to the Board of Governors for approval.
- Present an annual financial report to membership at the Annual Business Meeting.
- Prepare fiscal policies and programs for presentation to the Board of Governors.
- Present reports on financial affairs during meetings of the Board of Governors.

- Present the report of the Independent Auditor.
- Serve as a board liaison as assigned by the President.
- Attend all meetings of the general membership, Board of Governors, and its Executive Committee.

Time Commitment (Traditionally):

- Annual spring and fall Board meetings; two meetings at the Annual Assembly.
- Conference calls – Every other week for Executive Committee; additional calls for committee work; two to five Board of Governors calls.
- Bi-weekly check-signing responsibilities.
- Liaison responsibilities.

Term:

- Two-year term.
- Eligible for re-election for one additional two-year term.