

- I. NAME: Treasurer
- II. PURPOSE: The Treasurer oversees the financial matters of the Association to ensure that Association funds are ethically and effectively managed.
- III. POLICY: The Treasurer is an elected officer of OTAC.
- IV. GENERAL FUNCTIONS:

With Board of Director's approval, the Treasurer guides the Association's fiscal direction by clarifying past fiscal activity, current financial status and future budget limitations and potentials.
- V. SPECIFICS OF OFFICE:
  - A. Election Process
    - 1. Shall be elected from the membership at large from a slate prepared by the Nominating Committee.
  - B. Term of Office
    - 1. Shall serve for 3 years (first year as Treasurer Elect, second and third as Treasurer).
    - 2. Treasurer Elect, elected in odd year.
    - 3. Term begins in even year following 1 year term as Treasurer Elect.
  - C. Qualifications
    - 1. Must be a Board Director, an Officer or a Chair of a state committee of OTAC for a minimum of one year during the three years prior to the point of nomination and shall have been a member in good standing in for the past three consecutive years.
    - 2. Must be a California licensed Occupational Therapist or California certified Occupational Therapy Assistant.
- VI. RESPONSIBILITIES:
  - A. Duties
    - 1. Prepare and present OTAC's annual budget plan for Board approval in collaboration with the Executive Committee and all other OTAC components. Budget plans will reflect the priorities and objectives of OTAC's approved Strategic Plan.
    - 2. Monitor for effectiveness the OTAC Office's financial accounting and bookkeeping practices.
    - 3. Review OTAC's Financial Comparative Statements as generated monthly by the Central Office to keep abreast of the Association's current fiscal status and trends.
    - 4. Prepare and present financial reports to the Directors at the Board Meetings, to the membership at the OTAC Annual Conference, and to other bodies, as needed.
    - 5. Arrange through the Executive Director for the Financial Review Statement or audit by an independent Certified Public Accountant (CPA) and the publication of this report's results in the OTAC Newsletter.
    - 6. Arrange and conduct Chapter Treasurer's Orientation each fiscal year.

7. Serve as Financial Manager of OTAC Annual Conference and continuing education seminars unless assigned to the Treasurer Elect, to oversee that the development of the Conference financial plan and its implementation occurs in a timely, productive manner following sound fiscal principles.
  8. Participates as a member of the:
    - a. Board of Directors
    - b. Executive Committee
    - c. Personnel Committee
  9. Performs duties as requested by the President or Board of Directors.
  10. Orient the Treasurer Elect to the Treasurer's duties and assign appropriate duties as needed for an effective apprenticeship.
- B. Reports/Records
1. Review and maintain the CPA's Financial Review/Audit Statements for the past 5 years.
  2. Revise and update the Fiscal Accounting Procedures Manual for the :
    - a. Chapter Treasurers
    - b. AOTA Representatives
    - c. Officers
    - d. Committee Chairs
  3. Maintain ledger records of the Executive Director's and Lobbyist's expenses.
  4. Submit financial and interim reports as requested by the Board.
  5. Present OTAC's financial report at the Annual OTAC Conference.
  6. Present OTAC's annual budget proposal to the Board for approval.
  7. Submit an Annual Plan to Vice President when requested.
  8. Submit an End-of-the Year report to the President.
  9. Maintain OTAC Policy and Procedure Manual and transfer to successor at completion of term.
  10. Submit vouchers for reimbursement when appropriate.
- C. Communication
1. Communicate with the President and the Executive Director on a frequent basis regarding Association financial issues.
  2. Communicate with the Board of Directors and the Committee Chairs regarding the Annual Budget proposal, reimbursement procedures, and other fiscal matters during Board meetings.
  3. Communicate with Chapter Treasurers regarding their Annual Budget proposal and other Association financial issues.
  4. Communicate with the OTAC Conference Chair and the OTAC Office regarding the Annual Conference's financial matters.
  5. Communicate with other professionals and groups knowledgeable in organizational fiscal practice, i.e., Fiscal Advisory Committee members, tax lawyers, CPA's, AOTA's Fiscal Advisory Committee Chair, other association managers/officers.
  6. Submit articles to the OTAC Newsletter when appropriate.

Reviewed/Revised: 2/93, 7/99, 7/05