

**Idaho Physical Therapy Association  
Finance Committee Chair**

**1.0 INTRODUCTION**

The purpose of this description is to establish and define the functional role, requirements, reporting relationships, authority tasks and responsibilities, and measurements of performance of the Finance Committee Chair of the IPTA.

**2.0 FUNCTIONAL ROLE**

- 2.1 The Finance Committee Chair serves to solicit budget requests from committee chairs.
- 2.2 The Finance Committee Chair prepares an annual budget and financial report with the Treasurer for presentation at the annual fall meeting.
- 2.3 The Finance Committee Chair arranges for an annual audit of the financial records and sends a copy of the financial report and audit to APTA headquarters by February 15 annually.
- 2.4 The Finance Committee Chair routes copies of accounts payable or receivable receipts to Treasurer and Executive Director.
- 2.5 **Term:** The IPTA Finance Committee Chair is appointed by the Board of Directors for a three year term. The IPTA Treasurer is a member of this committee, but cannot serve as Chairperson. Each member of this committee (3) shall serve three years, the most senior being committee chairperson.

**3.0 REQUIREMENTS**

- 3.1 **Membership:** IPTA member in good standing for at least 2 years required. May be a PT, PTA or Life Member.
- 3.2 **Experience:** Recommended participation on previous IPTA committee.
- 3.3 **Skills, Knowledge, and Abilities:** Ability to delegate effectively. Knowledge and interest in budgeting and financial issues. Knowledge of basic accounting principles. Able to fulfill time commitment including 8 hours during budget preparation.
- 3.4 **Physical and Mental Requirements:**
  - 3.4.1 **Physical:** Willingness to interact via either telecommunications or physical meetings as needed. Ability to delegate effectively.

- 3.4.2 **Mental:** Requires knowledge of basic accounting principles .  
Knowledge in budgeting and financial issues.

#### **4.0 REPORTING RELATIONSHIPS**

- 4.1 The Finance Committee Chair is appointed by the Board of Directors.
- 4.2 The Finance Committee Chair reports to the President and the Board of Directors.
- 4.3 The Finance Committee Chair, Treasurer and one other member of this committee work together to complete the financial duties of the IPTA.

#### **5.0 AUTHORITY**

- 5.1 The Finance Committee Chair has the authority to prepare an annual budget and financial report for the IPTA .
- 5.2 The Finance Committee Chair has the authority to arrange for an annual audit of the IPTA financial records and to send a copy of the financial report and audit to APTA headquarters annually.
- 5.3 Expected Reimbursement:
  - 5.3.1 Postage
  - 5.3.2 Long distance telephone calls
  - 5.3.3 Travel to IPTA Board of Director meetings at mileage rate determined by BOD.

#### **6.0 TASKS AND RESPONSIBILITIES**

- 6.1 The Chair:
  - 6.1.1 Serves on the IPTA Board of Directors
  - 6.1.2 Solicits budget requests from committee chairs.
  - 6.1.3 Investigates investment and other saving options.
  - 6.1.4 Organizes and plans fundraiser activities (including but not limited to assisting with the fundraiser during the annual Chapter meeting).
  - 6.1.5 Prepares an annual budget and financial report for presentation at the annual meeting.
  - 6.1.6 Arranges for audit of books and send a copy of the financial report and audit to APTA by February 15 annually.
  - 6.1.7 Routes copies of accounts payable or accounts receivable receipts to Treasurer and Executive Director.

#### **7.0 MEASUREMENTS OF PERFORMANCE**

7.1 Participated with other committee members to prepare and annual budget and financial report

7.2 Arranged for annual audit of the books and sent a copy of the financial report and audit to APTA.

**8.0 ACKNOWLEDGEMENTS**

I have reviewed and understand the above job description. I also agree that the Board of Directors has the right to change this job description by providing notice to me of the changes.

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Finance Committee Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
President of the IPTA

\_\_\_\_\_  
Date