ATRA Position Description Treasurer

Term

Three year term, beginning at the installation of officers meeting that follows his/her election and ending at the close of the installation of officers in the year the term ends. Treasurer may be elected to one additional term as Treasurer.

Purpose

Perform all duties as cited in the Charter and Bylaws and other usual duties as cited in Roberts Rules of Order, Revised.

Primary Responsibilities

1. Duty of care: Supervise and direct the affairs of the Association with the entire ATRA Board in good faith, using pertinent information to act in the best interest of ATRA.
2. Duty of obedience: Ensure and participate in decisions, determining policies or changes therein consistent with the mission and within the limits of the bylaws.
3. Duty of loyalty: Act in the best interests of ATRA and the profession, including avoidance of conflict or declaration of conflict of interest where one exists.
4. Attend, prepare for and actively participate in all board meetings and monthly board conference calls.
5. Maintain confidentiality of Board’s closed sessions.
6. Chair the Finance Committee, which is responsible for:
   a. Preparing the annual budget;
   b. Monitoring and reporting to the Board on the financial status of ATRA; and
   c. Developing long range financial plans for ATRA.
7. Provide oversight to the ATRA National Office related to financial records, maintaining official records of ATRA such as fund balance, investments, and monthly banking statements.
8. Provide oversight to any financial audit in cooperation with the ATRA National Office.
9. Develop and maintain policies and procedures related to financial management and practices.
10. Serve on ATRA board committees as appointed by the President.
11. Serve as an advocate for ATRA and recreational therapy.
12. Assist the Board with special projects.
13. Present information regarding ATRA at workshops and conferences.

Minimum Requirements

- Professional member in good standing
- Certified Therapeutic Recreation Specialist
• Demonstrated leadership in recreational therapy at the local, state and/or national levels
• Demonstrated leadership within ATRA
• Prior ATRA Board experience preferred
• Compliance with the ATRA Code of Ethics
• Experience with high level administrative budgeting and financial management
• Member in good standing of chapter affiliate in state/region if one exists

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