CPTA Board Job Description

OFFICE: FINANCE OFFICER

QUALIFICATIONS

Required: Physical Therapist, Retired Physical Therapist, or Life Physical Therapist who has been a member of the Chapter for a minimum of two years immediately preceding the date of taking office and who has agreed to fulfill the duties of the office for which they have been elected.

Recommended: Factors that are considered by the Nominating Committee are:
1. Demonstrated knowledge and ability to deal with budgeting and financial reporting.
2. Current or recent experience on the Chapter Finance Committee.
3. Current or recent experience as District or Special Interest Group Treasurer/Finance Committee Chairperson/member.

Time Commitment:
1. Attendance at 3-4 full day CPTA Board meetings per year
2. Attendance at CPTA Annual Conference (two days)
3. Attendance at CPTA Assembly of Representatives (one day)
4. Attendance at three additional full day meetings per year (CPTA Strategic Planning, CPTA Legislative Day, CPTA Leadership Orientation)
5. Attendance at CPTA Committee meetings (2-3 days)
6. Attendance at CAL-PT-FUND meetings (one day per year, monthly one-hour conference calls)
7. Weekly interaction via email and/or phone with CPTA staff or engaging in CPTA related activities (2-3 hours per week)

BASIC FUNCTIONS:

Serves as an elected officer of the CPTA Board. Supervises the overall fiscal operation of the Chapter and appraises the Assembly and the CPTA Board of the fiscal impacts of actions being considered.

RELATIONSHIPS:

1. Responsible to the CPTA Board for seeing that the objectives and policies of the Chapter reflect the needs and aspirations of the membership.
2. Responsible to the Assembly and the CPTA Board to ensure that the members are aware of the fiscal impact of their actions.
3. Responsible to the CPTA Board to ensure the fiscal solvency and appropriate handling of Chapter funds.
4. The Finance Officer shall consult with the President and the CSE on all matters pertaining to Chapter policies, operations, activities, and finances.

SPECIFIC DUTIES, RESPONSIBILITIES, AND AUTHORITY:

Within the limits of the APTA Bylaws, Chapter Bylaws, Assembly policy, and Chapter policy, the Finance Officer is responsible for and has commensurate authority to accomplish the duties set forth below:

1. Serves as Finance Committee Chairperson.
2. Orient new committee members to the functions of the committee.
3. Submits the annual Chapter budget as prepared by the Finance Committee, to the CPTA Board with recommendations.
4. Presents the annual Chapter Budget, approved by the CPTA Board, to the Assembly of Representatives. Provides the Assembly with an explanation of the budget, and expectations for future solvency of the Chapter.
5. Ensures Chapter compliance with APTA policy on Chapter Dues and Special Assessments.
6. Ensures an annual audit of Chapter accounts and its submission to the Finance committee.
7. Ensures the preparation and submission of the annual Chapter financial report to the CPTA Board and to the APTA Board of Directors.
8. Ensures the preparation and filing of the necessary governmental tax forms and ensures that the Chapter is adequately covered against financial loss through insurance coverage for financial and legal matters.
9. Monitors and authorizes, as appropriate, withdrawals from the Chapter checking and savings accounts, and collection of revenues from cashing bonds or other notes where the Chapter has deposited its assets, as required.
10. Approves investments made by the Chapter.
11. Reviews all District/SIG financial reports. Advises the President and the Chief Staff Executive (CSE) of any irregularities that may be the result of criminal action.
12. Advises the Assembly and the CPTA Board of the fiscal impact of any pending action before these bodies.

DUTIES OF ALL MEMBERS OF THE EXECUTIVE COMMITTEE (President, Vice President, and Finance Officer):

1. Attend all meetings of the CPTA Executive Committee.
2. Edit and approve the minutes of the CPTA Board meetings on behalf of the Board, as submitted by the Secretary.
3. Act as a member of the Personnel Committee of the CPTA. The Committee shall perform the following functions:
   a. Periodically review the CPTA Office operations, Chapter Personnel Policies, and pertinent Chapter policies and procedures, and make recommendations for necessary changes to the CPTA Board;
   b. Annually conduct a written performance review of the CSE;
   c. Annually meet with the CSE to review and negotiate as appropriate the Compensation Package;
   d. Fulfill any obligation defined within Chapter Personnel Policies assigned to the Committee.
DUTIES OF ALL MEMBERS OF THE CPTA BOARD:

1. Be knowledgeable concerning the Association and CPTA Bylaws, and the policies and procedures of the Assembly and CPTA Board.
2. Carry out the duties and functions assigned by the CPTA Board.
3. Serve as CPTA Board Liaison to committees and task forces as designated by the CPTA President or Board. Act as the CPTA Board’s representative to these bodies by assuring communication and coordination between the groups.
4. Be knowledgeable in this job description, and in the duties and responsibilities outlined in the Bylaws, and CPTA policies and procedures.
5. Preserve records, reports, correspondence, and other documents of the CPTA specifically assigned to one’s custody.
6. In concert with the other members of the CPTA Board in consultation with the CSE:
   a. Perform an annual review of policies and procedures and suggest modifications to the Assembly;
   b. Make and carry out the mandates and policies of the CPTA as approved by the Assembly;
   c. Act on policies on behalf of the CPTA between the meetings of the Assembly, consistent with the mandates and policies determined by the Assembly;
   d. Direct all business and financial affairs on behalf of the CPTA;
   e. Act upon the budget submitted by the Finance Committee;
   f. Based upon the recommendation of the Finance Committee, determine yearly the amount of money to be allocated to the Districts and the CPTA to carry out their designated functions;
   g. Direct the activities of the CPTA committees and task forces, except the Nominating Committee and Ethics and Professionalism Council;
   h. Bring pertinent information before the membership for their consideration and opinion;
   i. Maintain the Chapter headquarters, appoint, and employ and CSE who shall be accountable to the CPTA Board;
   j. Be responsible for publications of the CPTA;
   k. Be responsible for the production of the Chapter Annual Conference.
7. Attend all meetings of the CPTA Board and Assembly of Representatives, and any function directed by the President.
8. When indicated or charged, prepare written or oral reports for presentation to the CPTA Board.
9. Prepare and deliver reports to the Assembly of Representatives as directed by the President.
10. When indicated, prepare informational articles for the Chapter Newsletter regarding Chapter programs or activities.
11. Be accountable and accessible to the membership of the California Chapter to meet their needs for information regarding current activities and Chapter policies and procedures. To assist the membership in accessing the Chapter, District, and SIG leadership to express their needs and opinions. To ensure that members may express concerns through the appropriate channels for action by the Chapter President, the CPTA Board, or the Assembly of Representatives.
12. Represent the Chapter President and the CPTA Board at District meetings and direct comments to the Chapter President for consideration in dealing with the operations of the Chapter, as requested by the President.
13. Encourage District and Special Interest Group involvement in the promotion of Physical Therapy.
14. Foster and maintain liaisons with other professional organizations.
15. Encourage the membership to support the CAL-PT-PAC and CAL-PT-FUND.

CITATIONS: Chapter Bylaws; ARPOL-5, 6; ARPROC-1; CBPOL; CBPROC; other pertinent documents.

Adopted by CB-83-Apr-33.
Edited by President as provided in CB-83-Sep-31.
Edited by Chief Staff Executive (CSE) as provided in CBPOL-34: February 19, 2008; January 10, 2019.