

- I. NAME: Treasurer Elect
- II. PURPOSE: To train for the Office of Treasurer.
- II. POLICY: The Treasurer Elect is an elected officer of OTAC.
- IV. GENERAL FUNCTIONS:

Through observation and experience, the Treasurer Elect learns the Treasurer's responsibilities and the management practices of the Association prior to assuming the Treasurer's role.
- 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 one year prior to assuming the Treasurers office.
 - 2. Shall be elected in odd years.
 - 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 past three consecutive years.
 - 2. Must be a California licensed Occupational Therapist or California certified Occupational Therapy Assistant.
- VI. RESPONSIBILITIES:
 - A. Duties
 - 1. Serve as Financial Manager of the OTAC Annual Conference and assigned Continuing Education Seminars with the assistance of the Treasurer to ensure effective use of the Association's budgeted funds.
 - 2. Visit the OTAC Office to observe and learn the accounting practices being followed.
 - 3. Review OTAC's Financial Comparative Statements to keep abreast of the Association's current fiscal status.
 - 4. Assist the Treasurer in the preparation of the annual budget proposal.
 - 5. Participate as a member of the:
 - a. Board of Directors
 - b. Executive Committee
 - c. Personnel Committee
 - d. Fiscal Advisory Committee

- B. Reports/Records
 - 1. Assist the Treasurer in preparing and presenting the following reports, when appropriate:
 - a. Financial interim reports at the Board meetings
 - b. Conference financial report
 - c. Annual Plan to the Vice President
 - d. End-of-Year financial report to the President
 - e. Fiscal Accounting Procedure manual for the:
 - i. Chapter Treasurers
 - ii. Officers
 - iv. OTAC Committees
 - v. Board of Directors
- C. Communication
 - 1. Communicate with the Treasurer frequently regarding the Association's financial matters for clarification or ideas.
 - 2. Communicate often with the Continuing Education Chair, the OTAC Conference Chair and the OTAC Office regarding continuing education seminars and the OTAC Annual Conference financial matters.
 - 3. Communicate with the Chapter Treasurers as needed to increase understanding of Chapter issues and their financial concerns.

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