



Association of Public Treasurers of the United States and Canada

Policy:	Board of Directors Job Responsibilities
Strategic Objective:	Board Governance
Adopted:	August 20, 2020
Review Committee:	Executive Board
Review Approval Date:	

Policy

The Association of Public Treasurers of the United States & Canada (APT US&C) is a non-profit organization, which is governed by a thirteen-member Board of Directors. The Board member positions include President, President-elect, Vice President, Treasurer, Secretary, seven Directors, and Immediate Past President. The positions of Parliamentarian and Historian are appointed, non-voting members.

In addition to the regular duties outlined in the Bylaws and the Board Member Role and Board Responsibilities Policy, the following additional duties and responsibilities of officers, directors and appointed board members are listed below. The President may also assign additional duties as needed to support the Association's strategic goals and objectives.

PRESIDENT

As the principal officer of the Association, the President sets the strategic direction of the Association. The President's duties and responsibilities shall include but are not limited to, the following;

- Preside over Association board and executive committee meetings and any other Association hosted activity as required.
- Call special meetings of the Association, or make a call for such meetings at the request of five percent or more of the primary active members. Such notifications must be sixty (60) days prior to the scheduled meeting, and the business conducted at special meetings shall be limited to such matters set forth in the call.
- Serve as an "ex-officio" member (with full voting rights) on all committees, except for the Nominating Committee.
- Designate the appointment of ad hoc committees or subcommittees as may be required by the Bylaws or as necessary. Such designation of ad hoc and/or subcommittees shall be for the duration of one year and are subject to approval by the Board of Directors.
- Represent APT US&C at the state association meetings/conferences or designate individuals to attend such on behalf of the President.
- Announce sites and dates of interim Board meetings at the post-conference meetings of the Board.
- Signs formal contracts after reviewed by legal counsel, if required, and approved by the Board.
- Attend state organization annual conferences to provide a consistent national presence to the Association's affiliate organizations; attendance may be assigned to another member of the Executive Committee.
- With the approval of the Board, assign duties and responsibilities to Board members.



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PRESIDENT-ELECT

As an elected officer of the Association, the President-Elect assumes the position of President should the incumbent President not complete his/her term of office, or as designated by the President performs those duties assigned to the President or the Board of Directors. The President Elect's duties and responsibilities shall include but are not limited to, the following:

- Serve as a member of the Executive Committee.
- Attend annual conference, board meetings, executive committee meetings and any other Association hosted activity as requested by the President.
- Oversee RFP process, selection and recommendation to the board for future annual conferences with the intent of securing host sites, preferably associated with state affiliates, five years in advance.
- Serve as a member of the Finance Committee.
- Hosts a State Affiliate President meeting at the APT US&C Annual Conference to gain insight of opportunities of mutual support.
- Work with the Executive Director to determine areas of focus as defined in the Strategic Plan for their term as President.
- Assist the President in ensuring attendance at state organization annual conferences to provide a consistent national presence to the Association's affiliate organizations.

VICE PRESIDENT

As an elected officer of the Association, the Vice President assumes the duties of the President-Elect should the incumbent President-Elect not complete his/her term of office, or as designated by the President performs those duties assigned to the President-Elect or the Board of Directors. The Vice President's duties and responsibilities shall include but are not limited to, the following:

- Serve as a member of the Executive Committee.
- Serve as Chair of the Annual Conference Committee.
- Attend annual conference, board meetings, executive committee meetings and any other Association hosted activities as requested by the President.
- Assist the President in ensuring attendance at state organization annual conferences to provide a consistent national presence to the Association's affiliate organizations.

TREASURER

As an elected officer of the Association, the duties and responsibilities shall include, but are not limited to, the following:

- Serve as a member of the Executive Committee.
- Serve as Chair of the Finance Committee.
- Attend annual conference, board meetings, executive committee meetings and any other Association hosted activities as requested by the President.
- Recommend an annual operating budget (developed in coordination with the Executive Director and the Finance Committee) to the Board of Directors for approval at the regular meeting of the Board during the Annual Conference.



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- Monitor the Association's financial transactions and assure compliance with procedures for accepted accounting practices related to receipts, disbursement, and other financial documents. Related to this task, the Treasurer also assures the proper handling of the Association's funds, records, and investments.
- Review and present financial reports at each regular board meeting.
- Review the annual certified audit report or financial review, to be presented at the meeting of the Board of Directors and general membership for review and acceptance. A copy of the audit and management letter shall be furnished to each Board member at the next regular board meeting immediately following the receipt from the audit firm.
- Assist the President in ensuring attendance at state organization annual conferences to provide a consistent national presence to the Association's affiliate organizations.

SECRETARY

As an elected officer of the Association, the duties and responsibilities shall include, but are not limited to, the following:

- Serve as a member of the Executive Committee.
- Attend annual conference, board meetings, executive committee meetings and any other Association hosted activities as requested by the President.
- Keep an accurate record of attendance, proceedings and action minutes of all Board, Executive Committee, Annual and special meetings of the Association.
- Ensure the Executive Director sends notice of the Annual Meeting to all active members, at least 10 days, and not more than 60 days, prior to such meetings.
- Assist the President in ensuring attendance at state organization annual conferences to provide a consistent national presence to the Association's affiliate organizations.

IMMEDIATE PAST PRESIDENT

The Immediate Past President serves as a voting member of the board. The duties and responsibilities shall include, but are not limited to, the following:

- Serve as a member of the Executive Committee.
- Serve as Chair of the Advisory Committee.
- Attend annual conference, board meetings, executive committee meetings and any other Association hosted activities as requested by the President.
- Assist the President in ensuring attendance at state organization annual conferences to provide a consistent national presence to the Association's affiliate organizations.

DIRECTORS

- Duties and Responsibilities of directors are defined in the Board Member Role and Board Responsibilities Policy



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PARLIAMENTARIAN

- The Parliamentarian is a primary active member of the Association appointed by the President and ratified by the Board of Directors. The Parliamentarian should maintain a neutral position and does not vote on any board action.
- The Parliamentarian Advises the President and the Board of Directors on the conducting of meetings in accordance with Newly Revised Robert's Rules of Order.

HISTORIAN

- The Historian is a primary active member of the Association appointed by the President and ratified by the Board of Directors.
- The Historian should maintain a neutral position and does not vote on any board action.
- Responsible to work with the Executive Director to ensure the preparation of a narrative account of the Association's activities which will become a part of the Association's records and history.