



ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION POSITION DESCRIPTION

DIRECTOR OF FINANCE

I. POSITION: Director of Finance

II. REPORTING PROCEDURES/QUALIFICATIONS:

- The Director of Finance is a member of the ILOTA Executive Board
- Reports to the Executive Board and the members of ILOTA
- Voting member of the ILOTA Executive Board and Association.
- Must be a member in good standing of AOTA and ILOTA.
- Required to attend monthly Executive Board Meetings and quarterly Full Board Meetings.

Reporting Committees and Positions:

- Director of Finance Elect
- Continuing Education Coordinator
- Continuing Education Approval Coordinator
- Conference Coordinator and conference committee
- Student Conclave Coordinator & student conclave committee

III. GENERAL RESPONSIBILITIES OF ILOTA EXECUTIVE BOARD MEMBERS:

- Has authority to nominate board members, install and disband committees, install and recommend for removal board members and committee chairs/members.
- Participates in evaluation and provides voting approval of changes in board structure.
- Submits updates regarding all position related documents to the ILOTA shared drive.
- Prepares quarterly board report information from individual efforts and reporting board members/committees.
- Prepares annual report for ILOTA Executive Board including activities, committee accomplishments, strategic plans, and long-term goals.
- Presents annual report during term and at closure of term.
- Liaison with coordinators to ILOTA Executive Board.
- Continues in role for transition period at end of term to orient successor, present annual report, and prepares and transfers all position related documents to successor

IV. PURPOSE and RESPONSIBILITIES OF DIRECTOR OF FINANCE

- The Director of Finance shall be responsible for the conduct of the financial affairs of ILOTA including oversight of all income, expenses and liabilities
- The Director of Finance is an authorized signature for ILOTA banking functions.
- The Director of Finance shall receive, coordinate, and approve all budgets of the Executive Board, committee coordinators, chairs, and non-voting ILOTA members.
- Coordinates and approves all non-budget expense requests.

- Oversees collection of all dues/fees and other monies. Tasks associated with the collection are delegated to the ILOTA Executive Director with oversight by the Director of Finance.
- Oversee the revenue fee structure. Assesses and recommends to the ILOTA Executive Board any modifications of the fee structure for advertisements, conference, and membership.
- Analyzes and negotiates financial contract rates in collaboration with ILOTA Executive Director.
- Coordinate and ensure that ILOTA retains a certified public accountant for an annual audit. The annual audit will be made public to members of ILOTA.
- Acts in an advisory capacity to the ILOTA Executive Director
- Responsible for keeping full and accurate accounts of all receipts and disbursements of the Association. The Director of Finance may delegate the related tasks to the ILOTA Executive Director.
- Categorize all expenses according to established Chart of Accounts.
- Approves all reimbursement requests
- Reconciles all bank accounts or provides oversight of the reconciliation by the ILOTA Executive Director
- Responsible for maintaining accurate financial contracts (including speaker contracts), documentation needed for reference, files of all correspondence, and budget and financial reports in the ILOTA office
- Coordinates all financial activities related to the Annual Conference. Ensures planning and expenses are in line with budget
- Oversees the preparation of all records from the prior fiscal year and ensures they are submitted to a qualified accountant by May 1 of each year, for financial review and preparation of the Federal Income Tax Return. Signs and submits the Income Tax Return by the due date each year.

V. ELECTION/APPOINTMENT

- The Director of Finance shall be elected by individual members in good standing by mail and/or electronic ballot.

VI. VACANCIES, REMOVAL, CENSURE AND APPEAL

- In the event of a vacancy in an office or in the ILOTA Board, the President, with the consent of the Executive Board, shall appoint a replacement to complete the term of office.
- An officer of the Association may be removed by the Association's voting members in good standing for incapacitating illness or circumstances, misconduct, or neglect of duty. Offices may be censured for irresponsible or unprofessional conduct. Adoption of a motion to remove shall require concurrence of two-thirds of the ILOTA Board members.

VII. RESIGNATION

- The Director of Finance will submit in writing a letter of resignation to the President and the Executive Board. If possible, a two (2) month notice shall be given with recommendations for potential candidates for replacement.

Illinois Occupational Therapy Association
Standard operating procedures
Director of finance
Review history

Last Review July 2011 - Full review and format updates

Last Review October 2014 – full review and reporting position updates

Last Review May 2020 – Full Review and updates

Last Review May 2022 - Full Review and update to Position Description

Next Review

May 2024