

Job Description: Vice President

Item	Description
General Description	<ul style="list-style-type: none"> PSRC Vice President
Effective Date	<ul style="list-style-type: none"> October 10, 2013
Date Reviewed	<ul style="list-style-type: none"> February 20, 2022, December 13, 2023
Date Revised	<ul style="list-style-type: none"> January 11, 2016
Specific Requirements	<ul style="list-style-type: none"> Assumes the duties of the President in the event of the President's absence Responds to complaints by members or non-members following approved policy
Prior Experience	<ul style="list-style-type: none"> None
Term	<ul style="list-style-type: none"> Two year
Reports To:	<ul style="list-style-type: none"> Assists the President in preparing the agenda for the PSRC Board of Director quarterly meetings.
Works Closely with:	<ul style="list-style-type: none"> President, Director of Operations, Executive Board
Time Commitment	<ul style="list-style-type: none"> 1 hour each week, Additional time commitment based on assigned duties from President
Written Reports	<ul style="list-style-type: none"> Assists the President in ensuring all Board members are following the PSRC Strategic & Operational Plans.
Meeting Attendance	<ul style="list-style-type: none"> Attends all PSRC Board meetings
Eligibility	<ul style="list-style-type: none"> Current AARC membership required
Travel	<ul style="list-style-type: none"> Board Meetings (Quarterly, various locations)
Financial Incentive / Reimbursement	<ul style="list-style-type: none"> Volunteer position Travel and other expense reimbursement based on the "PSRC Expense Reimbursement Policy"
Misc./Special Notes	<ul style="list-style-type: none"> None

Job Description: Treasurer

Item	Description
General Description	<ul style="list-style-type: none"> • Chief Financial Officer of the PSRC; Member of the Executive Board
Effective Date	<ul style="list-style-type: none"> • October 10, 2013
Date Reviewed	<ul style="list-style-type: none"> • February 20, 2022
Date Revised	<ul style="list-style-type: none"> • January 11, 2016, December 13, 2023
Specific Requirements	<ul style="list-style-type: none"> • Handles all financial responsibilities, including but not limited to: <ul style="list-style-type: none"> • Income and Expense records • Bill Payment (prior to due dates) • Expense Reimbursement (within 7-10 days of receipt) • Bank reconciliation (monthly) • Investments • Seminar and Event Financial Summaries • Tax Exempt Information • Prepares PSRC information for tax returns and external audits • Completes 1099 and 1096 tax returns • Completes internal quarterly audits with Audit Committee • Prepares quarterly reports for BOD meetings: <ul style="list-style-type: none"> • Treasurer Report • Budget Report (year-to-date) • Facilitates Yearly Budget Meeting: <ul style="list-style-type: none"> • Sets date (June or July) with President's recommendation • Sends out budget request to BOD at least one month prior to meeting • Handles Insurance needs for PSRC • Prepare Year end budget report for Annual Business Meeting • Responds to complaints by members or non-members following approved policy
Prior Experience	<ul style="list-style-type: none"> • Not required
Term	<ul style="list-style-type: none"> • One year as Treasurer-Elect; Two years as Treasurer

Reports To:	<ul style="list-style-type: none"> • Board of Directors
Works Closely with:	<ul style="list-style-type: none"> • Director of Operations • President • Executive Board & Accountants
Time Commitment	<ul style="list-style-type: none"> • 1-2 hours each week plus additional time for quarterly internal audits (~ 1.5-2 hours)
Eligibility	<ul style="list-style-type: none"> • Current AARC membership required
Travel	<ul style="list-style-type: none"> • Board Meetings (Quarterly, various locations) • Budget Meeting (may be completed via conference call)
Financial Incentive / Reimbursement	<ul style="list-style-type: none"> • Volunteer position • Travel and other expense reimbursement based on the “PSRC Expense Reimbursement Policy”
Written Reports	<ul style="list-style-type: none"> • Quarterly written reports due 14 days prior to board meetings
Meeting Attendance	<ul style="list-style-type: none"> • Attends all PSRC Board meetings

Job Description: Director @ Large

Item	Description
General Description	<ul style="list-style-type: none"> • Representative of membership in at least one of <u>the top three</u> AARC Specialty Membership Section. (Adult Acute Care, Continuing Care/Rehabilitation Section, Education Specialty Section, Home Care Section, Long Term Care Section, Neonatal–Pediatrics Section, Respiratory Care Management, Respiratory Diagnostics, Sleep Section, Surface & Air Transport Section)
Effective Date:	<ul style="list-style-type: none"> • January 16, 2017
Date Reviewed	<ul style="list-style-type: none"> • February 20, 2022
Date Revised:	<ul style="list-style-type: none"> • February 20, 2022, December 13, 2023
Specific Requirements	<ul style="list-style-type: none"> • Develops specialty section communication network. • Ensures continuing education programs are offered in a specialty section event or within another PSRC continuing education event.

	<ul style="list-style-type: none"> • Communicates with specialty section membership keeping them up to date on relevant activities of the PSRC and AARC. • Works with District Directors to support specialty practitioners in the district. • Maintains a log of specialty section activities and functions including documentation (flyers, emails, new reports etc.) • Writes articles for society electronic publications (i.e. PSRC website, Facebook, etc.) • Establishes communication and regular meetings with managers of RC departments within the specialty section • Visits RC schools during the school year to promote professionalism • Serves as a member of the planning of planning committee for all major specialty section level functions and PSRC events where specialty section topics are planned. • Maintains frequent contact with PSRC President & Director of Operations • Actively participates in PSRC legislative activities and recruits' others as well • Submit nominations for BOD office when requested by the Nominations Committee • Other duties as assigned by the President to support the society function & operation
Prior Experience	<ul style="list-style-type: none"> • Must be a specialty section member prior to nomination
Term	<ul style="list-style-type: none"> • Three years including one year as the Director-At-Large "elect" 2 Years
Reports To	<ul style="list-style-type: none"> • President, Board of Directors
Works Closely with	<ul style="list-style-type: none"> • President, Executive Board, PSRC Director of Operations
Time Commitment	<ul style="list-style-type: none"> • 2 hours each week
Written Reports	<ul style="list-style-type: none"> • Quarterly written reports to the Secretary 14 days prior to board meetings
Meeting Attendance	<ul style="list-style-type: none"> • All Scheduled Board meetings • All major educational events associated with section or requested by BOD • Specialty section meetings as required

Eligibility	<ul style="list-style-type: none">• Current AARC membership and Specialty Section required at time of nomination and throughout term in office
Travel	<ul style="list-style-type: none">• Board Meetings (Quarterly, various locations)
Financial Incentive / Reimbursement	<ul style="list-style-type: none">• Volunteer position• Travel and other expense reimbursement
Misc./Special Notes	<ul style="list-style-type: none">• None