

## TREASURER

### Position Summary:

Act as financial officer and advisor to chapter Board of Directors. Present a monthly financial report to the Board. Checks the chapter mailbox at least weekly and distribute mail to the appropriate officer, director, or chairperson. Send dues notices and other invoices to members. Pay vendors as needed. File appropriate forms and information to IRS. Maintain Secretary of State Chapter records and history.

### Responsible To:

The members of the Chapter  
The Chapter President  
The Board of Directors

### Responsibilities:

- The Treasurer, as an elected officer of the chapter is a responsible member of the chapter's Board of Directors and must take part in discussion and action on all business of the chapter. As a financial advisor of the chapter, the treasurer must be in a position to assess the financial implications of proposed action by the Board of Directors and inform the committee prior to final decisions being made. Also, the treasurer must observe the financial direction of the chapter, recognize possible financial problems, and bring such problems to the attention of the Board of Directors for action.
- The treasurer shall receive, hold and safeguard in the capacity of trustee and financial agent, all funds for the chapter.
- The treasurer shall disburse such funds only for normal and usual uses unless the Chapter's Board of Directors shall otherwise direct.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the Human Resources community and community at-large.
- Attend all monthly Board of Directors' meeting and regularly scheduled membership meeting.
- Maintain record of attendance for the general meeting.
- Keep an up-to-date roster of names and addresses of all chapter members. If addresses are changed, the treasurer should notify SHRM headquarters and the Communications committee to maintain accurate records on our web page.
- Responsible for holder of official documents.
- Provide change for the registration desk at the regularly scheduled membership meetings.
- Purchase gift card for give aways at the regularly scheduled membership meetings.
- Coordinate annual audit by outside source.