



Job Description of Treasurer

- Responsible To:** MISHRM State Director
- Responsible For:**
- SHRM Status:** Must be an SHRM member in good standing.
- Certification Status:** HRCI Certification preferred.
- Experience Req'd:** Must have served as a board member of an SHRM chapter.
- Selection:** This individual is selected via election per the MISHRM bylaws.
- Term:** This incumbent serves a two year term beginning January 1 and ending December 31 of the following year. The individual may be re-elected for one additional term on the same time schedule for a total service of four years.
- Purpose:** To manage the financial operations of the MISHRM Council.
- Participation Req'd:** Attends all Executive Committee Mtgs.; Attends all two MISHRM Council Mtgs.; Attends MISHRM Leadership Conference; Attends SHRM National Leadership Conference.

ESSENTIAL FUNCTIONS:

Manages the fiscal responsibility of MISHRM per the bylaws.

Prepares, interprets, and disseminates periodic financial status reports to the Executive Committee and to the MISHRM council.

Prepares the annual budget of revenue and expenses and submits to Executive Committee for approval each year.

Maintains all financial records of MISHRM as required by law. Completes and mails all required tax forms.

Executes and oversees W-9 preparation.

Reviews and pays all appropriate invoices submitted by MISHRM council members and designated conference liaisons.

Reviews the accounting and recordkeeping policies and procedures. Recommends changes as required to protect and ensure the financial health of the Council.

Manages the Council Quickbooks software and assigns appropriate user rights.

Recommends new or revised policies and procedures to increase organizational effectiveness.

Monitors and completes the minimal required activity related to your area of responsibility to achieve a Superior Merit Award.

Serves as a voting member of the MISHRM Council.

Performs other duties as assigned.

NOTE: The Executive Committee reserves the right to make amendments, changes or exceptions to the job descriptions requirements.