

JOB DESCRIPTION

Position title:	Treasurer	Effective:	8/1/2018
Reports to:	President	Status:	Volunteer
Level:	Executive Board Member, Chapter	Term:	2 years

Position Summary

Act as financial officer and advisor to chapter board of directors.

Responsible To:

- The members of the chapter
- The chapter president

Position Responsibilities

- Fulfill the role of financial officer and advisor.
- Regularly report the financial status of the chapter to the board of directors.
- Responsible member of the chapter's board of directors and must take part in discussion and action on all business of the chapter.
- Oversee the activities of the chapter accounting and bookkeeping support positions.
- Secure annual board of directors and chapter insurance as necessary.
- Assess the financial implications of proposed actions by the board of directors and inform the committee prior to final decisions being made.
- Review chapter accounting and record keeping policies and procedures; recommend or implement changes as necessary to protect and ensure the financial health of the chapter.
- 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.
- Be a mentor to select board positions as identified by the President.
- Ensure the "Board Only" webpage is up to date with financial information as approved by the President.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resource community.



- Attend all monthly membership and board of directors' meetings.
- Upon completion of the position's term, assist the incoming Treasurer to assure a smooth transition of responsibilities and continuity of knowledge and resources.

Requirements:

- Must be an SHRM member in good standing for entire term of office.
- Must be willing to attend SHRM functions and work in a consistent timely fashion.
- SHRM-CP or SHRM-SCP Certification preferred.

Resources Available:

- SHRM supplies the following resources for the chapter Treasurers:
 - SHRM Guide to Chapter Financial Management
 - Fundamentals of Chapter Operations

And MUCH MORE...available online at the [SHRM's Volunteer Leader Resource Center](#).

Note: Check for new and updated resources that are continually being developed.