# Chapter Treasurer

Volunteer Role – Position Description

## Role Summary

The Chapter Treasurer serves as a key contributor to the SHRM Northern Colorado Chapter, Board of Directors and Executive Board of Directors offering a broad, organization-wide perspective. This role: acts as a financial officer and advisor to Chapter Board of Director members, maintains the Chapter mailbox and distributes mail to the appropriate officer, director or chair, sends notices or other invoices to members and files appropriate state and federal forms related to the Chapter’s business.

## Reports To

- Chapter President  
- Chapter Members

## Key Responsibilities

* -Acts as a financial officer and advisor for the Chapter
* -Reconciles the Chapter’s bank account
* -Prepares the monthly and annual financial statements and budgets
* -Assesses the financial implications of proposed actions by the Board of Directors
* -Observes the financial direction of the Chapter, recognizing possible financial problems, and bringing such problems to the attention of the Board of Directors for action
* Receives, holds and safeguards in the capacity of trustee and financial agent, all funds for the chapter
* Disperses funds only for normal and usual uses unless the Chapter’s Board of Directors shall otherwise direct
* Participates in the development and implementation of strategic planning
* Represents the Chapter in the human resources community
* -Participates in discussions and decisions impacting both chapter and national initiatives
* - Upholds the ethical standards, values, and mission of SHRM Northern Colorado and SHRM.
* - Respects and encourage diverse viewpoints during decision-making.
* - Serves on committees or task forces aligned with personal expertise and organizational needs.

## Qualifications

* - Demonstrated leadership experience in a relevant field or industry.
* - Strong analytical, critical thinking, and problem-solving abilities.
* - Excellent interpersonal and communication skills.
* - Strategic mindset with a track record of effective decision-making.
* - Broad expertise that enhances the overall capabilities of the board.
* - Commitment to the mission and values of SHRM Northern Colorado and SHRM.
* - Current SHRM Northern Colorado/SHRM membership in good standing

## Expectations

* - Regular attendance at SHRM Northern Colorado events.
* - Regular attendance at Board of Directors meetings
* -Regular attendance on Treasurer CLA (Core Leadership Area) calls
* -Attendance at CLS (Colorado Leadership Summit)