**TREASURER**

Position Summary:

Act as financial officer and advisor to chapter board of directors. Maintains the chapter mailbox and distributes mail to the appropriate officer, director, or chair. Send dues notices and other invoices to members. File appropriate forms and information with IRS.

Responsible To:

The members of the chapter

The chapter president

Responsibilities:

* Fulfill the role of financial officer and advisor
* Bank account reconciliation
* Budget preparation
* Preparation of monthly and annual financial statements
* 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 financial advisor of the chapter, the treasurer must be in a position to assess the financial implications of proposed actions 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.

Requirements

* Attend in person a minimum of 80% of scheduled Board of Director meetings
* Regularly attend NCHRA events
* Attend via phone/e-mail monthly team check-ins
* Attend via phone quarterly CO-SHRM program calls
* Come prepared to Board of Director meetings with speaking topics and review previous meetings minutes prior
* If you are unable to maintain and meet the above requirements the Board may review and make recommendations for removal based on the Chapter by-laws.

Resources Available:

* SHRM supplies the following resources for chapter treasurers
  + Chapter Position Descriptions
  + SHRM Guide to Chapter Financial Management
  + SHRM Leaders Guide
  + Treasurer’s Quick Guide
  + Also available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)