

## **TREASURER**

### Position Summary:

Act as financial officer and advisor to Chapter Board of Directors. Checks the Chapter mailbox at least weekly and distribute mail to the appropriate officer, director, or chair. Coordinates annual audit of records with President. File appropriate forms and information with IRS, if/when applicable. Sends invoices or other notices to members or vendors.

### Responsible To:

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

### Responsibilities:

#### Financial Officer and Advisor

- 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.
- The treasurer shall assure that the Chapter financial guidelines are adhered to and take initiative to secure approved board position signatures for bank account.
- Periodically review SHRM Guide to Chapter Financial Management, Treasurer Quick Guide and IRS rules governing non-profit associations and make board of directors aware of any suggested practices, IRS rules, etc.
- Request IRS non-profit designation for Chapter, if/when applicable.
- Review past year budget and guidelines. Make suggestions for new board year budget as applicable to the board of directors.
- Provide monthly financial reports and bank statements for review and approval.
- Assure annual financial audit is performed and submitted to board of directors for approval and CAP points.
- Participate in the development and implementation of short-term and long-term strategy planning for the Chapter.
- Represent the Chapter in the Human Resources community.
- Attend all monthly membership and Board of Directors meetings.

### Requirements:

Must be a SHRM member in good standing elected by the Chapter membership.

Resources Available:

- SHRM supplies the following resources for Chapter Treasurers
  - Chapter Financial Support Program
  - Chapter Position Descriptions
  - Guide to Chapter Financial Management
  - SHRM Leaders Guide
  - Treasurer's Quick Guide
  - State Council Leadership - Treasurer
  - And MUCH MORE...available online at  
<http://www.shrm.org/Chapters/resources/chaphelp.asp>