

TREASURER

Position Summary:

Act as financial officer and advisor to chapter board of directors. 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. 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.
- Receive, hold, and safeguard in the capacity of trustee and financial agent, all funds for the chapter.
- Maintain the financial oversight of the association's management company data entry into Quickbooks accounting program online, and retain administrator rights to all banking, credit card and other financial institutional accounts. Prepare financial reports for the meetings, sign off on bank reconciliations, authorize purchases/expenditures and receive invoices from and performs online payment of AMC. Perform as one of two dual check signers required on checking account. The treasurer shall disburse such funds only for normal and usual uses unless the chapter's board of directors shall otherwise direct.
- File/sign appropriate forms and information with IRS in conjunction with preparation by CPA firm, and works with AMC to keep corporate documents filed and accounts up to date, including but not limited to Secretary of State, IRS, Director and Officers Insurance, Banking, USPO, and others as needed.
- Attend all monthly membership and board of directors meetings.
- Participate in the SHRM Core Leadership Area conference calls and webcasts, as applicable.
- 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.
- Complete other assignments as requested by the president or the board of directors.

Resources Available:

- SHRM supplies the following resources for chapter treasurers
 - Chapter Position Descriptions
 - SHRM Guide to Chapter Financial Management
 - Chapter Leader Resource Guide: Fundamentals of Chapter Operations
 - Treasurer's Quick Guide
 - www.shrm.org/vlrc