



Job Description

Board Position: Treasurer
Length of Term: Two Years
Revision Date: March 2024

Position Summary

The Treasurer is responsible for maintaining and reviewing the financial reports for the Chapter. The Treasurer acts as the financial officer and advisor to the Chapter's Board of Directors. The Treasurer maintains the Chapter mailbox and distributes mail to the appropriate officer, director of chair. The Treasurer sends our dues notices and other invoices to members. The Treasurer, in collaboration with the chapter's paid accounting professional, files appropriate forms and information with the IRS. The Treasurer serves a two-year term.

Responsibilities

- Serve as the financial officer and advisor to the Chapter.
- Assess the financial implications of proposed actions by the board of directors and inform the committee prior to final decisions.
- 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.
- Disburse 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.
- Complete special projects upon request.
- Read and follow all Chapter Bylaws.
- Develop future leader to fill role as part of the succession planning.
- Represent the chapter in the human resources community.
- Attend 10 out of 12 monthly membership and board meetings.

Qualifications

- Member of SHRM National
- Designated member of the Hampton Roads Chapter
- Proactive and responsive
- Highly organized
- Comprehend the SHRM body of knowledge
- PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP designation preferred

Responsible To

- Chapter Members
- Chapter President