



Elk River, MN

TREASURER

Position Summary:

Act as financial officer and advisor to the Chapter's Board of Directors. Maintain Chapter finances and IRS Non-Profit status. Ensure timely tax filings on behalf of the Chapter. Executive Officer to Board of Directors serving a 1-year term with no more than 2 consecutive terms.

Responsible To:

The members of the Chapter
The Chapter President

Requirements:

- Financial background/experience helpful
- Must maintain SHRM membership in good standing
- SHRM Certification highly encouraged
- Must regularly attend monthly meetings and all Board meetings as scheduled

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 the Chapter's Executive Board, and is expected to take part in discussions and actions on all business of the Chapter
- As financial advisor of the Chapter, the Treasurer must be able to assess the financial implications of proposed actions by the Board of Directors and inform the Board of Directors prior to final decisions being made
- Must observe the financial direction of the Chapter, recognize possible financial problems, and bring such problems to the attention of the Board of Directors
- The Treasurer shall receive, hold, and safeguard in the capacity of trustee and financial agent, all funds for the Chapter
- Responsible for payments of all Chapter expenditures as submitted via Chapter Reimbursement Forms and/or invoices
- Submit the Chapter's financial contribution to the SHRM Foundation annually and on time
- Distribute funds only for normal and usual uses unless directed otherwise by the Chapter's Board of Directors
- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter
- Provide financial updates at Board of Directors meetings including quarterly and/or year-end financial update to the Executive Board and all Board members
- Submit monthly bank statements, reconciliations, and financial records to the Chapter Secretary to be included with the Chapter's financial records
- Responsible for communicating with designated CPA as necessary, and forwarding financial information for tax purposes to ensure timely tax filings
- 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

- Upon completion of the position's term, assist the incoming Treasurer to assure a smooth transition of responsibilities and continuity of knowledge and resources

Resources Available:

- SHRM supplies the following resources for chapter treasurers
 - Chapter Position Descriptions
 - SHRM Guide to Chapter Financial Management
 - Fundamentals of Chapter Operations

And MUCH MORE...available online at www.shrm.org/vlrc