



## **CHAPTER TREASURER**

### **Position Summary:**

Act as financial officer and advisor to chapter board of directors.

### **Responsible To:**

The members of the chapter  
The chapter president

### **Treasurer Responsibilities:**

- Fulfill the role of financial officer and advisor.
- Observe the financial direction of the chapter, recognize possible financial issues, and bring to the attention of the board of directors.
- Prepares and maintains annual budget reports.
- Maintains accurate financial records from monthly Chapter meeting registrations.
- Assist at registration table during monthly Chapter meetings.
- Send dues notices and other invoices to members.
- File appropriate forms and information with IRS.
- Maintains the chapter mailbox and distributes mail to the appropriate officer, director, or advocate.
- 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.

### **General Board Responsibilities:**

- Identify and acquire sponsors for chapter meetings and events who are willing to assist the chapter financially in return for an opportunity to promote their product or service to members.
- 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.
- Attend all monthly membership and board of directors meetings.

### **Resources Available:**

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

And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)