



TREASURER

Position Summary:

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

Responsible to:

The members of the chapter
The chapter president

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