

## **TREASURER**

### **Function**

Act as financial officer and advisor to chapter Board of Directors. Works with accounting firm to ensure financial reports are presented to the board monthly. Send invoices to members. Insure appropriate forms and documentation are filed with the IRS and State Tax Department.

### **Responsibilities**

1. 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.
2. Receive, hold, and safeguard in the capacity of trustee and financial agent, all funds for the chapter.
3. Disburse such funds only for normal and usual uses unless the Chapter's Board of Directors shall otherwise direct.
4. Prepare an annual budget for the Chapter. Prepare budgets for special conferences and/or Chapter events.
5. Reconcile monthly bank statements.  
Send previous months payables and deposits to Accountant by the 10<sup>th</sup> of each month. Provide the monthly balance sheet and P&L statements to the President by the date that board reports are due each month for distribution to all board members.
6. Provide a monthly report to be included in the packet sent to all board members in preparation for the monthly board of directors meetings.
7. Obtain proper signatures/signature cards each year for appropriate individuals who have check signing privileges.
8. File sales tax reports with the State by the 15<sup>th</sup> of each month.
9. Attend 75% of Chapter meetings and events. Collect payment, provide receipts/invoices and pay for the meeting, if applicable, by EIHRA check. If unable to attend, make arrangements for another Board member to assume the duties for that date.
10. Attend 75% of Board of Directors meetings and pay for the meeting by EIHRA check. If unable to attend, make arrangements for another Board member to assume the duties for that date.
11. Utilize the SHRM Guide to Chapter Financial Management.
12. Serve on various Chapter event committees, as needed.
13. Participate in the development of short-term and long-term strategic planning for the chapter.
14. Represent the chapter in the Human Resources community.
15. Complete other assignments as requested by the President or the Board of Directors.

### **Requirements**

Chapter member in good standing.

### **Term**

Two years and three months

7-15-03; 10-1-03; 02-06-04

Revised: 02/2009