



Position Description

TITLE: Treasurer
RESPONSIBLE TO: Chapter Members
Chapter President

POSITION SUMMARY:

Act as financial officer and advisor to Chapter Board of Directors. Prepares monthly financial statements, annual budget and files appropriate documents with IRS

RESPONSIBILITIES:

- Fulfill the role of financial officer and advisor
- As an elected officer take part in discussion and action on all business of the chapter
- As financial advisor, assess the financial implications of proposed actions by the Board of Directors and inform the committee prior to final decision being made
- Observe the financial direction of the chapter and bring concerns to the attention of the board of directors
- Prepare monthly financial statements
- Prepare annual budget
- Provide appropriate documents to CPA to complete annual tax filing
- Receive, hold and safeguard in the capacity of trustee and financial agent, all funds for the chapter
- Disburse such funds for normal and usual use as directed by Board of Directors
- 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 leadership and board of directors meetings

AVAILABLE RESOURCES:

Additional information available online at www.shrm.org/vlrc