



## Position Description

### FINANCE CHAIRPERSON

#### **SUMMARY OF RESPONSIBILITIES:**

Secure sponsors for the monthly meetings, events and newsletter, *Chapter Connection*, as well as the website (as applicable).

#### **TIME COMMITMENT:**

Attend the monthly board meetings and chapter meetings (four hours per month). Coordinate activities as necessary (up to two per month). Time commitment is heaviest during initial planning stages.

#### **SPECIFIC DUTIES:**

1. Contacts potential sponsors.
2. Follows-up with the sponsors to ensure all is going as planned.
3. Coordinates the placement of ads for the sponsors with the Communications Director.
4. Greets the sponsors at the meetings and attends to their needs.
5. Introduces the sponsors at the meetings.
6. Sends thank-you note and invoice to sponsor.
7. Audits the organization's books at the end of the fiscal year to verify the records are in order.
8. Works with the Web Coordinator to secure Web-site sponsors.
9. Maintain current active SHRM membership for entire term of office; if requested EHRA will pay for annual SHRM membership in lieu of registration at IN State Conference or Local Conference as a benefit for serving on the board.
10. Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
11. Attends all board and chapter meetings.
12. Represents the chapter in the human resources community.