



Position Description

TREASURER

SUMMARY OF RESPONSIBILITIES:

Act as financial officer and advisor to the board; safeguard chapter funds and disburse funds as directed. Manages all financial affairs for the chapter.

TIME COMMITMENT:

Attend monthly board and chapter meetings (four hours per month). Generally, four hours per month may vary month-to-month on level of activity.

SPECIFIC DUTIES:

1. Receive, hold and safeguard all funds for the chapter.
2. Reviews invoices for accuracy and disburses funds in a timely manner as directed by President or authorized officer for chapter expenses.
3. Provides supportive data to board to facilitate budget development; monitors adherence to the approved operating budget.
4. Coordinates annual dues renewal process. Prepares, mails and deposits membership dues in accordance with guidelines as outlined in chapter by laws.
5. Prepares and distributes monthly Treasurer's Reports and discusses the reports at monthly Board meetings.
6. Collects revenues at monthly membership meetings and chapter events; bills outstanding members and reconciles accounts.
7. Maintains balanced checking and savings accounts. Balances monthly bank statements.
8. Prepares specialized financial statements for special association events: e.g. golf outing, professional development class, Spring seminar.
9. Coordinates annual audit of financial records as directed by the President.
10. Utilizes SHRM Guide to Chapter Financial Management and SHRM Volunteer resources www.shrm.org/vlrc.
11. 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.
12. Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
13. Attends all board and chapter meetings.
14. Represents the chapter in the human resources community.

PROCEDURE FOR CHECK APPROVALS:

The President will approve all expenses except in the following conditions:

1. The expense is payable to the President;
2. The expense is submitted by the President or;
3. The President is unavailable to approve the expense.

When the President is unable to approve the expense for one of the above reasons, the following Officers have authorization to approve the expense: President-Elect or Secretary.