

TREASURER

Position Function:

Act as financial officer and advisor to chapter board of directors. Maintains all financial records and provides reports for chapter. Files appropriate forms and information with IRS and other financial institutions.

Responsible To:

The members of the Chapter
The Chapter President
The Chapter Board of Directors
NYS SHRM Finance Director

Responsibilities:

- Fulfill the role of financial officer and advisor
- The treasurer, as an elected officer of the chapter, is a responsible member of the chapter's board of directors and is a working member of the board's executive committee. The treasurer must take part in discussion and action on all business of the chapter. 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 work with the executive 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 executive committee and if needed board of directors for action.
- 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.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Provides a monthly report at board meetings and maintains a Chapter budget and balance sheet
- Represent the chapter in the human resources and business community.
- Attend all monthly membership and board of directors' meetings.
- Works membership meeting and event registration table, reconciling attendance and payment intake
- Works with chapter administrator regarding invoices, payments, budget, registrations as well as other chapter needs.
- Maintains financial records, chapter checkbook, credit card, etc.
- Possesses chapter laptop and utilizes it for not only recordkeeping but for membership meeting registration
- Provides back-up for chapter post office box, mail needs
- Provides other financial related duties as required

Resources Available:

- SHRM Volunteer Resource Center – Home Page: <https://community.shrm.org/vlrc/home>
- SHRM Volunteer Structure: <https://community.shrm.org/vlrc/leadership/leadership-chapters/chapter-volunteer-structurehttps://community.shrm.org/vlrc/leadership/leadership-chapters/chapter-volunteer-structure>
- SHRM Guide to Chapter Financial Management and other resources: <https://community.shrm.org/vlrc/business-operations/chapter-business-operations/chapter-financial-management>
- SHRM Affiliation Guide: <https://community.shrm.org/vlrc/business-operations/chapter-business-operations/chapter-affiliation>
- SHRM Volunteer Leader Learning Library: <https://community.shrm.org/vlrc/volunteer-learning/learning-webcasts>
- NYS SHRM Finance Director: <https://nys.shrm.org/new-york-state-council-officers-and-directors>