

Chapter Treasurer Winona Area SHRM

Position Summary:

Act as financial officer and advisor to Chapter Board of Directors. Maintain the Chapter mailbox and distribute mail to the appropriate officer, director or chair. File appropriate forms and information with IRS

Responsible To:

The members of the chapter
The chapter President
The chapter Board of Directors

Requirements:

Chapter member in good standing. Must be a national member of SHRM for entire term of office.

Term of Office:

The Treasurer serves January 1 in the year elected through the following December 31. Term limit: three consecutive terms due to fiduciary responsibility and accountability.

Responsibilities:

1. 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 must take part in discussion and action on all business of the Chapter.
2. 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.
3. The Treasurer shall receive, hold and safeguard in the capacity of trustee and financial agent, all funds for the Chapter.
4. The Treasurer shall disperse such funds only for normal and usual uses unless the Chapter's Board of Directors shall otherwise direct.
5. Serve as a member on the Board of Directors.
6. Attend and participate in scheduled chapter and Board of Director meetings.
7. Represent the chapter in the human resources community.

Accounting Records:

1. Records all transactions: The Treasurer shall maintain a complete set of accounting records. All funds received and disbursements made must be recorded.
Outstanding accounts receivable and unpaid obligations must be recorded to assure completeness of Chapter accounting records.
2. Reconcile the bank statement: When monthly bank statements are received, the Treasurer shall balance the checkbooks and reconcile any differences
3. Reports using the accounting records: Treasurer shall be prepared to report the Chapter's condition at each meeting of the Chapter if asked to do so.

Bank Accounts:

1. Checking account(s): All Chapter expenditures should be paid by check or debit card. The Treasurer must maintain a checking account and must balance the checkbook and reconcile any differences on a monthly basis.
2. Use the same bank: If possible, the Chapter shall maintain all of its funds in one centrally-located bank. This will prevent having to transfer funds from one bank to another as each new Treasurer takes office.

Receipt of Monies:

1. Money: In all instances, monies received shall be deposited into the Chapter bank account. Amounts and purposes shall be recorded for Chapter records.

Disbursement of Monies:

1. Pay by check or debt card: The Treasurer should issue checks for payment of Chapter obligations on receipt of proper documentation. All obligations should be paid by check or debt card.

Resources Available:

- SHRM supplies the following resources for chapter treasurers
 - Chapter Position Descriptions
 - SHRM Guide to Chapter Financial Management
 - Fundamentals of Chapter Operations

And MUCH MORE...available online at www.shrm.org/vlrc