

TREASURER

Position Summary:

Act as financial officer and advisor to chapter board of directors. Maintains the chapter mailbox and distributes mail to the appropriate officer, director, or chair. Send dues notices and other invoices to members. File appropriate forms and information with IRS.

Responsible To:

The members of the chapter
The chapter president

Responsibilities:

- Fulfill the role of financial officer and advisor
- 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. Which would include observing the financial direction of the chapter, recognizing possible financial problems, and bringing such problems to the attention of the board of directors for action.
- Responsible to sit at the registration table on the day of the monthly meetings – checking members in, collecting cash/checks, and assisting with any questions from members
- Responsible to do a cash reconciliation every meeting with the RSVP chair and have the RSVP chair re-count the cash box and sign off on the deposit slip.
- Responsible to make the bank deposit every month – this is the collection from the monthly meetings.
- Monitor the VSHRM PayPal account – will need to make monthly transfers from the PayPal account to the bank account after the monthly meetings.
- Maintain all the chapters' funds within the appropriate financial software (Quicken) and provide monthly reports to the board for review and budgeting.
- Monthly reconciliations of the bank statements to the financial software (Quicken)
- Annually the treasurer will need to file with the IRS our federal non-profit form (990/990-EZ).
- Annually pay the post office for the PO Box account.
- Attend all monthly membership and board of directors' meetings.
- Represent the chapter in the human resources community.

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