

Treasurer

Position Summary:

The job of the Treasurer is to act as financial officer and advisor to the chapter board of directors. This position is responsible for preparing budgets, reconciling bank statements, preparing financial reports, and filing appropriate forms and information with IRS; this may involve oversight of outside paid consultants such as a bookkeeper/CPA.

Responsible To:

Members of the chapter
Chapter President

Responsibilities:

- Fulfilling the role of financial officer and advisor
- Participating in discussion and action on all business of the chapter.
- Assessing the financial implications of proposed actions by the board of directors and informing the committee prior to final decisions being made.
- 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.
- Providing monthly financials to President and board for review, discussion, and approval.
- Providing annual financials to Chapter Management Professional (CMP) for uploading on the Chapter website.
- Receiving, holding, and safeguarding in the capacity of trustee and financial agent, all funds for the chapter.
- Disbursing such funds only for normal and usual uses unless the chapter's board of directors shall otherwise direct.
- Working with the CMP to collect delinquent membership dues, meeting and seminar fees.
- Working with each board director to develop annual committee budgets.
- Participating in the development and implementation of short-term and long-term strategic planning for the chapter.
- Representing the chapter in the HR community.
- Attending all general membership and board of directors meetings, and participating in chapter events.