



Engage • Educate • Empower

Treasurer

Length of Commitment: 2 years

Estimated monthly time commitment 3-5 hours

Updated: July 12, 2016

Summary of Role

Act as financial officer and advisor to chapter board of directors. File appropriate forms and information with IRS.

Outcomes and 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 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 inform the committee prior to final decisions being made
- Observe the financial direction of the chapter, recognize possible financial problems, and bring such problems to the attention of the 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
- Represent the chapter in the human resources community
- Develop future leader to fill role as part of the succession planning
- Attend at least 9 monthly chapter meetings
- Attend 8 of 11 board of directors meetings
 - Held the third Tuesday of each month at 5:45pm

Qualifications

- Member of SHRM National
- Designated member of the Hampton Roads Chapter
- Proactive and responsive
- Highly organized
- Comprehend the SHRM body of knowledge
- PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP designation preferred

