

**LOWER COLUMBIA HUMAN RESOURCES MANAGEMENT ASSOCIATION
TREASURER**

Position Summary:

Act as the chapter's financial officer and advisor to chapter Board of Directors.

Responsible To:

The members of the chapter
The Chapter President

Responsibilities:

Financial Officer and Advisor

- Take part in discussion and action on all chapter business.
- 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.
- Receive, hold, and safeguard in the capacity of trustee and financial agent, all funds for the chapter. Disburse such funds only for normal and usual uses unless the Chapter's Board of Directors shall otherwise direct.
- Prepare monthly financial statements and present at chapter meetings; prepare annual financial report for chapter president to distribute to membership.
- Check chapter mailbox at least weekly and distribute mail to the appropriate officer, director, or chair.
- Maintain chapter business checking debit card.
- Send notices and others invoices to members. File appropriate forms and information with IRS.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the Human Resources community.
- Attend monthly membership and Board of Directors meetings.

Resources Available:

SHRM supplies the following resources for Chapter Secretaries

- Chapter Chatter Guidelines
- Chapter Position Descriptions
- Guide to Maintaining Your Chapter's History
- Secretary's Guide to Taking Minutes
- SHRM Leaders Guide
- And MUCH MORE...available online at
<http://www.shrm.org/chapters/resources/chaphelp.asp>