

**Position Summary:**

Serves as the financial officer and advisor to Chapter Board of Directors. Checks the Chapter mailbox at least bi-weekly and distributes mail to the appropriate officer, director, or chair. Coordinates annual audit of records with President. Files appropriate forms and information with IRS, if/when applicable. Sends invoices or other notices to members or vendors.

**Responsible To:**

- The members of the Board of Directors
- SHRM Olympia Chapter members

**Responsibilities:**

- Serves 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. Also, the treasurer must 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.
- Manages the Chapter PayPal account.
- The treasurer shall disburse such funds only for normal and usual uses unless the Chapter's Board of Directors shall otherwise direct.
- The treasurer shall assure that the Chapter financial guidelines are adhered to and take initiative to secure approved board position signatures for bank account.
- Periodically review SHRM Guide to Chapter Financial Management, Treasurer Quick Guide and IRS rules governing non-profit associations and make board of directors aware of any suggested practices, IRS rules, etc.
- Complete and process annual Secretary of State non-profit business filing (220 EZ Post-Card)
- Manages and pays board members Professional Development monies once in receipt of proper supporting documentation for the reimbursement.
- Keeps meticulous records of expenditures; records on P/L statements and presents at monthly board meetings.
- Manages Board of Directors professional insurances as needed; advises board and President of renewal timelines and costs.
- Request IRS non-profit designation for Chapter, if/when applicable.
- Review past year budget and guidelines. Make suggestions for new board year budget as applicable to the board of directors.
- Provide monthly financial reports and bank statements for review and approval 24 hours in advance of board meetings. Save approved Finances post meeting to the SHRM

BaseCamp Website.

- Assure annual financial audit is performed and submitted to board of directors for approval and CAP points.
- 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 all monthly membership and Board of Directors meetings.

**Requirements:**

- Must be a SHRM member in good standing and a SHRM Olympia Chapter member.
- Serves a one-year term as an elected member of the SHRM Olympia Board of Directors.
- Attends all SHRM Olympia meetings.

**Resources Available:**

- SHRM supplies the following resources
  - Chapter Position Descriptions
  - SHRM Leader's Guide
  - And MUCH MORE...available online at the SHRM Volunteer Leader Resource Center (VLRC), Chapter Resources

<https://vlrc.shrm.org/s/topic/0TO1T000000cDrIWAU/chapter-resources>