



Role Description

Treasurer

Position Summary:

The Treasurer serves as the financial advisor of the Chapter and 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. 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, 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.

Responsible To:

The Members of the Chapter
The Chapter President

Requirements:

- Must be an active dual SHRM and WHRMA member in good standing for entire term of office.
- Ability to serve a term of two (2) years, with each term year running from January through December each year.
- Attend all monthly WHRMA board meetings.

Responsibilities:

- Attend WHRMA membership meetings and other WHRMA educational and networking events.
- Participate in the development and implementation of short-term and long-term strategic planning for WHRMA.
- Represent WHRMA in the human resources community.
- 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
- Review and secure all required / recommended insurance coverages for the Chapter.
- Send invoices and track payments for sponsorship for events and annual conference.
- Make payments as dictated by the board of directors in accordance with chapter operations.
- Partner with Executive Board members to complete annual budget.
- Provide financial and budget update at monthly board meetings.
- Prepare financial reporting and submit completion of SHRM required filings.
- Prepare and file appropriate forms and information with IRS.
- Upon completion of the position's term, assist the incoming Treasurer to ensure a smooth transition of responsibilities.
- Complete other assignments as requested by the Chapter President or the Board.