



Treasurer

Primary Purpose:

Maintains the records, and directs the financial affairs of the council.

Primary Responsibilities:

1. Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
2. Prepares reports associated with council meetings and activities.
3. Maintains all financial records of the state council required by law or SHRM.
4. Prepares, interprets and disseminates periodic financial status reports for approval by the state council.
5. Prepares the annual budget of revenue and expenses and submits same for state council approval at its first meeting each year.
6. Receives, holds, and safeguards in the capacity of trustee and financial agent, all funds for the council. Disburses such funds only for normal and usual uses unless the council otherwise directs.
7. Prepares, interprets and disseminates periodic financial status reports for approval by the state council.
8. Reviews the state council's accounting and record keeping policies and procedures. Recommends or implements changes as indicated to protect and ensure the financial health of the council.
9. Performs other duties as assigned by the state council director.

Minimum Requirements:

1. Must be a SHRM member in good standing. SHRM certification highly desirable.
2. Nominated by the state council director and elected by the governing body of the state council.
3. Serves a two-year term beginning the first day of January and ending the last day of December. May serve in the same position for not more than two additional consecutive years.