**TREASURER**

**Function:**

Responsible for the financial affairs of the Chapter to include financial reports and yearly budgets to the Board and arrangements for the annual examination and audit for the Chapter.

**Responsible to:** President

**Committee Liaison:** College Relations Chair

**Responsibilities:**

* Shall receive, hold and safeguard in the capacity of trustee and financial agent, all funds for the Chapter. Shall disburse funds for the Chapter. Shall disburse funds only for normal and usual uses unless the Chapter’s Board of Directors shall otherwise direct.
* Record all transactions, maintaining a complete set of accounting records. Utilize QuickBooks to enter transactions.
* Record all funds received and disbursed.
* Record all outstanding accounts receivable and unpaid obligations to assure completeness of Chapter accounting records.
* Verify the bank statements, balance the checkbook and reconcile any differences regularly.
* Using the accounting records, be prepared to report the Chapter’s financial condition at each Board meeting as assigned by the Board.
* Deposit all member checks within a reasonable timeframe, normally within two to three weeks of receipt.
* Prepare estimated budget at the beginning of the year and report Board status of budget at each Board meeting/compare status at the end of the year.
* Prepare estimated budget at the beginning of the year and report Board status of budget at each Board meeting/compare status at the end of the year.
* Prepare a year end statement of the financial status of the organization. Communicate financial status to all members on a yearly basis.
* Maintains the checking, savings accounts, and investments (i.e. CD’s) for the local Chapter.
  + Checking Accounts: All Chapter expenditures should be paid by check. The Treasurer must maintain a checking account and must balance the checkbook and reconcile any differences on a monthly basis. All expenditures must be accompanied by a receipt.
  + Savings Account/Money Market Accounts: All excess funds not immediately needed to operate the Chapter should be deposited in a savings account or Money Market/CD Account. The Treasurer should investigate the kinds of accounts available. Funds shall not be moved into these accounts without Board approval.
* Transfer of funds from the old to the new Treasurer can be accomplished by signing new cards at the bank.
* Work in conjunction with the Secretary to record payments of dues. Works with Secretary to create list of outstanding renewals.
* Contributes input and direction into the affairs of the organization as a member of the Board of Directors.
* Ensure an independent audit is conducted annually or more often as needed.
* Participate in the development and implementation of short-term and long-term strategic planning for the Chapter.
* Picks up mail at the Post Office at least weekly.

**SHAPE Activities (suggested):**

* Use Volunteer Leader Resource Center resources (<http://shrm.org/chapters/resources/>).
* Properly and consistently display SHRM “AFFILIATE OF” logo on Web site, Chapter letterhead, publications and/or products.
* Provide an annual financial report to SHRM. This document should be a full balance sheet of the chapter’s assets and liabilities as of Dec. 31, 20xx.
* Use the SHRM Guide to Chapter Financial Management.
* Prepare an annual budget for the Chapter’s fiscal year.
* Publish a financial statement for the membership.
* Conduct a fiscal year-end audit (by outside firm).
* File timely tax returns (as appropriate).
* Obtain/maintain tax identification number from the Internal Revenue Service where applicable.
* Obtain/maintain tax exempt status from the IRS where applicable and provide SHRM with a copy of the determination letter to keep in your Chapter’s permanent file.

**Requirements:**

* Must be a local SHRM member in good standing elected by the Chapter membership.
* Maintain regular Board/Chapter meeting attendance. Miss no more than two Board meetings per term.