

Secretary/Treasurer

Position Description

Updated: May 2019

Function: Prepares the proceedings of all State Council meetings, takes minutes, and maintains the records, including financial records. Directs the financial affairs of the Council. Serves as financial advisor and ensures the Council's financial health.

Responsible To: The State Director

Responsibilities:

1. Serves as a voting member of the State Council and is responsible for attending and participating in all meetings of the Council.
2. Prepares and distributes meeting announcements and a draft agenda; prepares follow-up material, ensures records accurately reflect business matters and prepares reports associated with Council meetings and activities.
3. Prepares minutes of Council meetings and ensures appropriate distribution including copies to other Council members and the SHRM North Central Regional Team.
4. Recommends new policies and procedures to increase organizational effectiveness.
5. Maintains all financial records of the State Council required by law or SHRM.
6. Assesses the financial implications of proposed actions by the Council. Observes the financial direction of the Council, recognizes possible financial problems and brings such problems to the attention of the Council for action.
7. 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.
8. Prepares, interprets and disseminates periodic financial status reports for approval by the State Council.
9. Prepares the annual budget of revenue and expenses and submits same for State Council approval at its first meeting each year.
10. 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.
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12. Active member of the State Conference Committee and assists in the planning and coordination of the annual ND SHRM State Conference.
 - a. Ensures all invoices are paid on time
13. Performs other duties as assigned by the State Director.
14. Participates in maintaining the State Council's email.

Requirements:

1. Must be an SHRM member in good standing. SHRM certification highly desirable.

North Dakota SHRM State Council



Affiliate of Society for Human Resource Management

2. Election is made by the governing body of the State Council.
3. Attendance required at 75% of State Council meetings via phone or in person
4. Serves a two-year term beginning the first day of January in year one of the term, and ending the last day of December in year two of the term. May be reelected for one additional two-year term for a total service of four years.

I acknowledge I have reviewed the job description for my position and understand the responsibilities for my position.

Signature

Date



The North Dakota SHRM State Council supports the human resources profession across North Dakota by providing leadership, connections, development opportunities and resources.