

Treasurer

Position Description

Updated: October 2024

Function: Directs the financial affairs of the Council and maintains financial records. 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. Manages with a high degree of care & urgency the assets of the council. Focuses on achieving high return on assets by making recommendations (and executing upon approval) investment recommendations in FDIC insured accounts or securities.
3. Maintains all financial records of the State Council required by law or SHRM.
4. 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.
5. Receives, holds and safeguards in the capacity of trustee and financial agent, all funds for the Council. Disburses funds only for normal and usual uses unless the Council otherwise directs.
6. Prepares, interprets and disseminates monthly financial reports for approval by the Council.
7. Along with the State Director, prepares the annual budget of revenue and expenses and submits same for State Council approval at its first meeting each year.
8. Reviews the State Council's accounting and record keeping policies and procedures. Recommends changes as indicated to protect and ensure the financial health of the Council.
9. Active member of the State Conference Committee and assists in the planning and coordination of the annual ND SHRM State Conference.
 - a. Lead Financial operations of conference- including but not limited to: collection of all revenue (registrations, sponsorships, exhibitor), preparation of electronic invoices for payment as requested in a timely manner (typically 24-72 hours), payment of approved invoices by due date or time frame stated by State Council requester.
10. Performs other duties as assigned by the State Director.

Requirements:

1. Must be a SHRM member in good standing. SHRM certification highly desirable.
2. Attendance required at 75% of State Council meetings via phone or in person.
3. 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.

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

Signature

Date