



TREASURER

Position Summary:

Act as financial officer and advisor to the Chapter Board of Directors; provide cursory oversight of financial operations provided by the Austin SHRM office and oversees financial documents and information with the Austin SHRM office on behalf of Austin SHRM, as required by IRS.

Reports to:

The chapter members and the Austin SHRM board of directors.

Responsibilities:

Financial Officer and Advisor.

- The Treasurer 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. As financial advisor of the Chapter, the Treasurer must be able to assess the financial implications of proposed actions by the Board of Directors and inform the Board prior to final decisions being made.
- 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.
- Ensure that the Austin SHRM office receives, holds, and safeguards in the capacity of trustee and financial agent of all funds for the Chapter (i.e., ensuring that each Board Member reviews/approves budgets and committee financial transactions, etc.).
- Oversee budgets and approve disbursement of funds only for normal and customary use unless the Chapter's Board of Directors vote to exceed previously approved budget or as directed by the Chapter President.
- Participate in the discussion, development, and implementation of the Austin SHRM budget for each calendar year, assisting in the preparation for the budget in the following year.
- Participate in the development and implementation of short- and long-term strategy planning for the Chapter.
- Represent the Chapter in the business and Human Resources community.
- Attend all monthly membership, Executive Committee, and Board of Directors meetings