

Virginia SHRM State Council

Treasurer

Position Summary:

Directs the financial affairs of the council. Serves as financial advisor and ensure the council's financial health. Maintains all financial records.

Responsibilities:

- Serve as a voting member of the state council and is responsible for attending and participating in all meetings of the council.
- Maintain all financial records of the state council required by law or SHRM.
- Assess the financial implications of proposed actions by the council. Observe the financial direction of the council. Recognize possible financial problems and bring such problems to the attention of the council for action.
- Receive, hold and safeguard in the capacity of trustee and financial agent, all funds for the council. Disburse such funds only for normal and usual uses unless the council otherwise directs.
- Prepare, interpret and disseminate periodic financial status reports for approval by the state council.
- Prepare the annual budget of revenue and expenses and submit same for state council approval at its first meeting each year.
- Review the state council's accounting and record keeping policies and procedures. Recommend or implement changes as indicated to protect and ensure the financial health of the council.
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- Perform other duties as assigned by the state council president.

Requirements:

- Must be an SHRM member in good standing. HRCI and/or SHRM certification highly desirable.
- Serves a two year term beginning the first day of January and ending the last day of December. May be re-elected for one additional one-year term for total service of three years.