



Treasurer

Position Summary:

Oversee the financial affairs of the HR Virginia State Council. Serve as the Council's financial record-keeper and ensure the Council's financial health. Ensure the appropriate maintenance/storage of all HR Virginia's State Council financial records.

Responsibilities:

- Serve as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Attend additional State Council Meetings, such as Strategic Planning or training sessions.
- Represent SHRM by conducting all activities in accordance with the National and State code of ethics and conduct, and by using sound business principles and judgment in conducting all SHRM-related business.
- Ensure the proper handling, processing, and retention of all financial records of the State Council are maintained as required by law and/or SHRM.
- Assess the financial implications of proposed actions by the Council. Observe the financial direction of the Council. Recognizes potential financial issues/problems and brings such problems to the attention of the council and/or the contracted accounting service for review.
- Promote all accounting safeguards in the capacity as a financial agent. Disburse, and/or direct disbursement, of such funds only for normal and usual purposes unless the Council otherwise directs.
- Prepare periodic financial status reports and disseminate to the State Council quarterly meetings for approval by the State Council.
- Prepare the annual budget of revenue and expenses and forward the final draft to the State Council for approval at its first quarterly meeting each year.
- Serve as a member of the Executive Committee.
- Serve as a member of the Registration Sub-committee on State Council Conference Committees.
- The Treasurer may not serve on any other board or State Council.

- Reach out and engage with the Chapter counterpart on a quarterly (at minimum) basis. Attending Chapter and/or Board meetings throughout the term of service is encouraged.
- Perform other duties as assigned by the State Council President.

Requirements:

- Must be a SHRM member in good standing. SHRM and/or HRCI certification highly desirable.
- Able to commit to 5-10 hours per month, during State Conference prep, 10-15 hours per month are required.
- 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 a total service of three years.