



Treasurer

Position Summary:

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

The Treasurer is a paid position and includes an Independent Contractor Agreement as a separate document.

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.
- Oversee financial transactions, including deposits and withdrawals.
- Ensure compliance with all applicable financial regulations and reporting requirements.
- Collaborate with external auditors during annual audits, if applicable.
- 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 them 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 Director.

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.
- The term of service should reflect the Independent Contractor Agreement.