

## ASSISTANT TREASURER

### Position Summary:

REPORTS TO TREASURER: Act as financial officer and advisor to chapter board of directors. Maintains the chapter mailbox and distributes mail to the appropriate officer, director, or chair. Send dues notices and other invoices to members. File appropriate forms and information with IRS.

### Responsible To:

The members of the chapter  
The chapter president  
The Treasurer

### Responsibilities:

- Fulfill the role of financial officer and advisor
- The assistant treasurer, as an elected officer of the chapter, 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 in a position to assess the financial implications of proposed actions by the board of directors and inform the committee prior to final decisions being made. Also, the 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.
- The assistant treasurer shall receive, hold, and safeguard in the capacity of trustee and financial agent, all funds for the chapter.
- The assistant treasurer shall disburse such funds only for normal and usual uses unless the chapter's board of directors shall otherwise direct.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors meetings.

### Resources Available:

- SHRM supplies the following resources for chapter treasurers
  - Chapter Position Descriptions
  - SHRM Guide to Chapter Financial Management
  - Fundamentals of Chapter Operations

And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)