

TREASURER

Position Summary:

Act as financial officer and advisor to chapter Board of Directors. Checks the chapter mailbox at least weekly and distribute mail to the appropriate officer, director, or chair. Send appropriate invoices to members/vendors. File appropriate forms and information with IRS. Serves as a voting member of the Board of Directors.

Responsible To:

The members of the chapter
The Chapter President

Responsibilities:

Financial Officer and Advisor

- The 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 treasurer shall receive, hold, and safeguard in the capacity of trustee and financial agent, all funds for the chapter.
 - Serve as authorized signatory on chapter bank account.
- Responsible for creating (in coordination w/Board of Directors) and maintaining annual budget.
- Prepare financial report on a bi-monthly basis to provide to membership.
 - Prepare year end report to submit with Chapter Achievement Plan (CAP).
- The 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 strategy planning for the chapter.
- Represent the chapter in the Human Resources community.
- Attend all monthly membership and Board of Directors meetings.

Requirements:

Candidate must be a member in good standing with PAHRA. This position requires an average of approximately 2.5 hours per month of volunteer time which includes bi-monthly membership and Board meetings.

Term:

1 year term.