



Secretary / Treasurer

Function:

Will work with the Board of Directors to assure proper documentation is kept for the chapter. Will receive, hold, and safeguard all funds for the chapter.

Responsible to:

- Members of the chapter
- Chapter President

Responsibilities:

1. Maintains a record of attendance and prepares minutes of all Board of Director's meetings and regular chapter meetings.
2. Work with Membership Director to maintain an up-to-date roster of names and addresses of all chapter members. Any change of address should be relayed to SHRM Headquarters.
3. Responsible for maintaining the chapter's post office box and checking it on a regular basis.
4. Responsible for transmitting all annual election information to the membership and to SHRM Headquarters.
5. Responsible for maintaining a permanent record of the following chapter documents:
 - Original chapter bylaws and dated copies of each amendment.
 - A list of current officers, committee members, and general membership.
 - Copies of all chapter publications including meeting notices, agendas, newsletters, etc.
 - Meeting minutes, which have been signed by the secretary/treasurer, approved by the membership, and signed by the President.
6. Acts as financial advisor to the Board of Directors and takes part in discussion and action of all chapter business.
7. Shall disburse funds only for normal and usual use of the chapter, unless otherwise approved by the Board of Directors.
8. Will record all financial transactions and maintain a complete set of accounting records including funds received and disbursed.
9. Will verify the monthly bank statement and balance checkbook and any other chapter accounts.
10. Will report the financial status of the chapter on a monthly basis to the Board of Directors and the general membership.
11. Will oversee the general budget of the chapter, which has been approved by the Board of Directors.

12. Participates in the development and implementation of short-term and long-term strategy planning for the chapter.
13. Attend all monthly membership and board of directors meetings.
14. Represents the chapter in the Human Resources community.