

DIRECTOR OF FINANCE

Position Summary:

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.

Responsibilities:

- Fulfill the role of financial officer and advisor
- Serve 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, must be in a position to assess the financial implications of proposed actions by the board of directors and inform the Board prior to final decisions being made
- 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
- Receive, hold, and safeguard in the capacity of trustee and financial agent, all funds for the chapter
- Disburse such funds as necessary for chapter liabilities unless the chapter's board of directors shall otherwise direct
- Keep an up-to-date roster of names and addresses of all chapter members (*If addresses are changed, the secretary should notify SHRM headquarters*)
- 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
- Coordinate and process online payments
- Provide invoices for membership dues
- Provide monthly update to Board at each meeting
- Greet and check in members and guest and accept funds at that time
- Keep monthly roster
- Coordinate and file tax and audit information
- Attend all membership and board of directors meetings
- Participate in the SHRM Core Leadership Area conference calls and webcasts
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter
- Represent the chapter professionally in the human resources community