

## Treasurer

### Position Overview:

This position is responsible for all chapter financials. This includes accounts receivable, accounts payable, preparation of monthly financial reports for the Board and general membership, and assists in the development of the chapter's annual operating budget. It is recommended that the Treasurer is a SHRM member in good standing and SHRM certification is preferred.

### Term:

The Treasurer is elected to a three-year term.

### Key Responsibilities:

- Attendance at Board and Chapter meetings is expected.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Assists with monthly chapter meetings setup—arrive early to set up registration table, accept meeting registrations, accept payments and check in members at the meeting.
- Serve as the Chapter's Chief Financial Officer and be directly responsible for the reasonable and prudent management of all financial transactions, prepare and present financial reports and be responsible for the safeguarding of the Chapter's financial assets.
- Participate in the planning of the State SHRM Conference in the years the conference is hosted by SESHM.
- Collect mail from the post office box on a regular basis.
- Handle correspondence related to scholarships and national memberships.
- Prepare and submit the South Dakota State Sales Tax Report.
- Arrange for preparation and submission of the Form 990, Federal Income Tax Return for exempt organizations.
- Work with Technology Director to maintain website content relative to position.
- Serve as a back up to the Technology Director, as needed.
- Represent the chapter in the HR community.
- Complete other tasks as assigned by the President.