



**Human Resources Association
of Greater Detroit**

SECRETARY/TREASURER/AUDIT

Position Summary:

Maintain chapter records and history. Act as financial officer and advisor to chapter Board of Directors. File appropriate forms and information with IRS. Oversee annual audit of books and records.

Responsible To:

The members of the chapter
The Chapter President

Responsibilities:

- As a member of the chapter's Board of Directors, the treasurer must take part in discussion and action on all business of the chapter in order to assess the financial implications of proposed actions by the Board of Directors and inform the Board prior to final decisions being made. The treasurer must also 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 only for normal and usual uses unless the Chapter's Board of Directors shall otherwise direct.
- The treasurer shall:
 - ✓ Develop chapter's annual operating budget.
 - ✓ Deposit all receipts received by chapter monthly.
 - ✓ Balance bank and investment statements monthly.
 - ✓ Prepare monthly financial statements for Board members.
 - ✓ Supervise all collection activities for chapter.
 - ✓ Prepare annual financial statement for chapter.
 - ✓ Arrange for annual outside audit of chapter financial records and for continuous internal monitoring of chapter finances.
- The chapter Secretary shall coordinate the annual routing of meeting minutes and other relevant materials to the Bentley Historical Library.
- The Secretary shall:
 - ✓ Assure that notices are issued to Board of Directors for meeting schedules.
 - ✓ Assure the creation of the agenda and minutes for Board meetings and assure that they are accurately taken and distributed to Board members after each meeting.
 - ✓ Assure the maintenance of Board member address and contact information list and that it is distributed to Board members.
 - ✓ Maintain and preserve original chapter by-laws, lists of officers, committee members and general membership, approved minutes of the Board of Directors and copies of all chapter publications.
- Perform all duties directly or oversee such duties as assigned to Board approved vendors and association volunteers

- 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 chapter and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for Chapter Treasurers
 - Chapter Financial Support Program
 - Chapter Position Descriptions
 - Guide to Chapter Financial Management
 - Guide to Maintaining Your Chapter's History
 - SHRM Leaders Guide
 - Treasurer's Quick Guide
 - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>