

Treasurer, Elect

VOLUNTEER REPORTS TO: TREASURER

SUMMARY

An opportunity to represent and assist the MAHRA organization as a financial officer and advisor. The Treasurer Elect will serve as the safeguard for all funds for the chapter and advise the board as a financial representative. By facilitating monetary responsibility through financial assessment, review, and reporting, the Elect will have an opportunity to understand the financial implications and actions as an organizational trustee.

ROLE RESPONSIBILITIES + REPORTING

- 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.
- Actively partakes in discussion and action on all business of the chapter.
- 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.
- Observes 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.
- 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 strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors meetings.

BENEFITS

- Enhance your skillsets and work experience
- Broaden community participation
- Establish valuable professional relationships with local-based peers
- Increase involvement with the MAHRA community

TIME COMMITMENT

- Participating in board meetings (twice a month)
- Dedication of less than 12 hours per month

The growth and development of MAHRA and it's members wouldn't be possible without you! If you are interested in becoming MAHRA's Professional Development Elect, please contact: contactus@mahra.org