



# Treasurer-Elect

## Function:

To support and learn all Treasure roles and responsibilities. In the Treasurer's absence, fulfill all Treasurer responsibilities as outlined. Act as financial officer and advisor to the 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 proper forms and information with IRS.

## Responsible To:

- The members of the chapter
- The chapter president

## Responsibilities:

- Fulfill the role of financial officer and advisor.
- The treasurer, as an elected officer of the chapter, is a responsible member of the chapter's board of directors and must participate in discussion and action on all business of the chapter. As a financial advisor of the chapter, the treasurer must be in a position to assess the financial implications of proposed actions by the board of directors and inform the committee before final decisions are made. Also, the treasurer must observe the financial direction of the chapter, recognize possible financial problems, and bring such issues to the board of directors' attention for action.
- The treasurer shall receive, hold, and safeguard all funds for the chapter in the capacity of trustee and financial agent.
- The treasurer shall disburse such funds only for normal uses unless the chapter's board of directors shall otherwise direct.
- Participate in developing and implementing 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.

***Our mission is to inspire leaders to elevate their organizations through people.***

***Our vision is to be the leading resource for all things work.***