Function:
A member of the chapter’s executive committee, the Secretary/Treasurer takes part in discussion and action on all business of the chapter. As Treasurer, he/she must assess the financial implications of proposed actions by the Board of Directors, observe the financial direction of Mile High SHRM (MH-SHRM), recognize possible financial problems and bring such problems to the attention of the Board of Directors for action. In conjunction with the Chapter Management Professional, the Secretary/Treasurer shall receive, hold and safeguard in the capacity of trustee and financial agent, all funds for the chapter and shall disburse such funds only for normal and usual uses unless the Chapter’s Board of Directors shall otherwise direct. The Treasurer shall appoint a “Treasurer elect” and provide training as appropriate to ensure a smooth transition.

Responsible to:
MH-SHRM Membership
MH-SHRM President
MH-SHRM Board of Directors

Responsibilities:
1. Works with the Chapter Management Professional and accounting professionals to ensure MH-SHRM financial records are complete and in accordance with Generally Accepted Accounting Principles (GAAP).
2. Regularly reports on the Chapter’s financial position and activity to the Board of Directors. Overall responsibility for chapter accounting records and budget comparisons.
3. Monitors investment committee meetings and fund performance and ensures all excess funds are deposited per committee direction.
4. Prepares and submits a budget to the chapter’s Board of Directors for approval.
5. Meets with Board members, as needed, on items requiring budget discussion.
6. Reviews meeting minutes for accuracy.
7. Participates in the implementation of short-term and long-term strategic planning for the chapter.
8. Represents the chapter in the Human Resources community.
9. Completes other assignments as requested by the President.
10. Transitions information (best practices/lessons learned) in writing to Secretary/Treasurer-elect.
11. Provides direct support to Membership Co-Directors and Sales/Sponsorship Director.

Committees: Board of Directors, Executive Committee and others as assigned
Requirements:
SHRM member in good standing
MH-SHRM member in good standing
Proven MH-SHRM experience - preference given for individuals in Secretary/Treasurer-elect role if designated
Term: One year with a three year consecutive maximum
Time Commitment: 2-4 hours per week
Donation to the SHRM Foundation is strongly encouraged