

**BNHRC Position Description**  
**TREASURER**

**Position Summary:**

Act as the financial officer and advisor to the Board of Directors. Send dues notices and other invoices to members. File appropriate forms and information with IRS. Deposits annual dues, sends checks to vendors, and keeps updated financial records for the chapter.

**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 Board of Directors and must take part in discussion and action on all business of the chapter. As 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 prior to final decisions being made. Also, the treasurer must 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.
- 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.
- Attend all monthly membership and Board meetings.
- Provides updates at monthly Board meetings, chapter meetings and in membership communications, as needed.
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter.

- Maintains accurate and up to date financial records for the chapter and provides regular monthly budget reports to the board.
- Deposits all receivables and pays all bills timely.
- Submits necessary information to the IRS annually.
- Represent the chapter in the human resources community.

***Revised 9/9/2019***