



## SECRETARY / TREASURER

### **Function**

Prepare the budget; maintain the checkbook, and direct the financial affairs of the council.

### **Responsible To**

The State Council Director.

### **Responsibilities**

1. Serve as a voting member of the State Council.
2. Attend and participate in all meetings of the Council.
3. Maintain the checkbook as well as pay approved bills, vouchers and expenses.
4. Review the State Council's accounting and record keeping policies and procedures. Recommends or implements changes as indicated to protect and ensure the financial health of the council.
5. Oversees preparation and distribution of meeting announcements, agendas and minutes of meetings by Administrative Services Company; oversees follow-up materials, ensures records accurately reflect business matters and oversees preparation of reports associated with council meetings and activities. Ensures the appropriate information is shared with State Council members and regional team. Assist with SHAPE report due January 31 for prior calendar year.
6. Communicates with SHRM re State Council contacts, provide updates for website as needed; oversee arrangement for name badges through SHRM. State CLIF due December 1 each year.
7. Assists, as needed, in finding State Council meeting facilities and meal requirements.
8. Prepare the annual budget of revenue and expenses and submits same for state council approval at its first meeting each year. This includes the State Conference revenue and expenses.
9. Oversee Administrative Services Company in preparation, interpretation and dissemination of periodic financial status reports for approval by the state council. Oversees the financial records of the state council required by law or SHRM (VLR).
10. Assess the financial implications of proposed actions by the council.
11. Observe the financial direction of the council, recognize possible financial problems and brings such problems to the attention of the Council for action.
12. Recommend new policies and procedures to increase organizational effectiveness.
13. Performs other duties as assigned by the state council director.

### **Term**

- Two-year term beginning the first day of January and ending the last day of December. May be re-elected for one additional term.
- Nominated by the State Council director and elected by the governing body of the State Council.

### **Requirements**

- Must be an SHRM member in good standing.
- HRCI certification highly desirable.