

Position Title: Secretary/Treasurer

Position Summary:

Serve as an appointed/elected member of the Chapter leadership. Take minutes of Chapter meetings; provide notice of meetings and general correspondence. Maintain Chapter records and history. Responsible for the maintenance and record-keeping related to Chapter financial records and investments. Work with Chapter Administration to carry out these tasks. It is advisable that the Secretary/Treasurer serve a multiple-year term, up to a maximum term of five (5) years on the Board.

Responsible To:

The members of GMA SHRM
The Chapter President

Position Responsibilities:

- As financial advisor of the Chapter, assess the financial implications of proposed actions by the Board of Directors and inform the Board of those implications prior to final decisions being made.
- Monitor the financial direction of the Chapter, recognize possible financial problems, and bring such problems to the attention of the Board for action.
- Receive, hold, and safeguard in the capacity of trustee and financial agent, all funds for the Chapter.
- Disburse such funds only for normal and usual uses unless the Chapter's Board shall otherwise direct.
- File appropriate forms and information with IRS.
- Maintain and update Chapter Bylaws.
- Coordinate the annual renewal of the Directors and Officers (D & O) Insurance.
- Maintain a record of attendance and prepare the minutes of all officers' and directors' meetings and regular Chapter meetings.
- Transmit all necessary annual election information to the membership and advise SHRM through the use of the online Chapter Leader Information Form (CLIF).
- File all personnel information, job opportunity letters, and other pertinent information.
- File in the Chapter Administration Guide or other permanent record:
 - Original Chapter bylaws and dated copies of each amendment to those bylaws
 - List of current officers, committee members, and general membership
 - Copies of all Chapter publications
 - Approved and signed minutes of all Board and membership meetings
 - Legal documents such as IRS Letters of Determination, Articles of Incorporation.

General Board Responsibilities:

- Present regular updates to the Chapter President and Board.
- Participate in the development and implementation of short-term and long-term strategy planning for the Chapter.
- Complete respective area of responsibility of the Chapter Achievement Plan (CAP.)
- Represent the Chapter in the human resources community.
- Attend all GMA SHRM Board meetings.
- Respond to any other requirements of the Chapter President.
- Maintain SHRM member ship for term of office.

Last Updated: 3/19/2008

