

Position Title: Secretary/Treasurer

Position Summary:

Serve as an appointed/elected member of the Chapter leadership. 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:

- Work with Chapter Administrator to monitor the financial direction of the Chapter, recognize possible financial problems, and bring such problems to the attention of the Board for action.
- Work with Chapter Administrator to 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.
- Review and sign checks and review bank statements as necessary.
- Work with Chapter Administrator to maintain and update Chapter Bylaws where necessary.
- Work with Chapter Administrator to coordinate the annual renewal of the Directors and Officers (D & O) Insurance.
- Maintain and coordinate Board strategic plan. Request monthly updates from board to review at board meetings.
- Coordinate performance reviews of Chapter Administration. Receive feedback from board on a quarterly basis to provide to Chapter Administrator on their performance.
- Work with Chapter Administrator and others on the Finance Committee to execute the annual budget review process.
- Update operations calendar and review with board on a monthly basis at board meeting

General Board Responsibilities:

- Present regular updates to the Chapter President and Board.
- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter.
- Complete respective area of responsibility of SHAPE.
- 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 membership for term of office.
- Complete quarterly review form of Chapter Administrators.

Last Updated: 06/02/2014