

**LANCASTER SOCIETY FOR HUMAN RESOURCE MANAGEMENT  
(Affiliated Chapter of the Society for Human Resource Management)**

**TREASURER – Board of Directors**

**Function:**

Serve as an Officer of the Board of Directors for the Association and have charge over and maintain accurate records of all financial affairs of the Association.

**Responsible to:**

President – Board of Directors

**Responsibilities:**

1. Attend and participate in all scheduled and special Board and Association meetings.
2. Support of the Board of Directors' and the Association's "PURPOSES" and adherence to the Association's "CODE OF ETHICS."
3. Prepare all deposits for the checking account (and/or other appropriate demand accounts) and payment of all expenses related to official business conducted by the Board of Directors, committees of the Board or the Association in general. This includes, but is not limited to, the following:
  - a. Receiving from Association administrator all membership renewals/new members and annual dues.
  - b. Receiving from Association administrator all registration fees and paying all expenses related to the regular monthly meetings and any special meetings and events of the Association.
4. Prepare, interpret and disseminate monthly financial reports to all members of the Board of Directors. Copies of same should be made available to any member of the Association upon request.
5. Provide periodic financial reports, in summary, to Association members.
6. After completing all financial transactions following the completion of the Association's fiscal year, submit all financial records and documents to the auditors.
7. Serve as chair of the Investment Committee, providing investment performance reports to the Board of Directors at least quarterly.
8. Perform such other duties as the President or the Board may assign.

**Performance Expectations:**

1. In order to insure a quorum is present at Board meetings and that business can be conducted, Board members will attend all Board meetings. When this is not possible they will contact the Secretary in advance of the meeting. If the Secretary is not available, the Board member should contact the President of the Board.
2. Failure to attend Board meetings on a consistent basis (regardless of notification) may impact continued service on the Board.
3. Committee participation is strongly encouraged for all Officers.
4. Active participation in discussions at Board meetings and special Board meetings.
5. Represent the Association in a positive manner at meetings and other events.

**Treasurer Guidelines – Attached**

**Estimated Time Requirements:**

Approximately 8 hours/month, as follows: 2 hours for attendance at Board meeting; 4 hours for bookkeeping/payment of bills.