



Treasurer

Position Overview:

Responsible for maintaining the chapter's overall finances.

Essential Functions:

- Responsible maintaining our bank account and balancing all accounts.
- Makes deposits and pays bills as needed.
- Audits accounts and works with outside auditors as needed.
- Assesses and recommends appropriate courses of actions, recognizes possible financial problems and brings any concerns to the board.
- Maintains the chapter's mailbox and processes/distributes the mail as appropriate.
- Sends dues notices and other invoices to members.
- Files appropriate forms with the IRS.
- Represents the Chapter in the community.
- Participates in the development and implementation of short-term and long-term strategic planning for the organization.

Position Requirements:

- Be an active member of HRNNI in good standing for a minimum of 1 year prior to the election
- Must be in an active Human Resource Role
- Must be able to commit to 7 hours per month
- Attend 80% of the monthly membership and board of directors' meetings.