



## ALASKA SHRM STATE COUNCIL Position Description

### Secretary/Treasurer

#### Function

Prepares the proceedings of all state council meetings, takes minutes, maintains the records, and directs the financial affairs of the council.

#### Responsible To

The State Council Director

#### Responsibilities

1. Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
2. Prepares and distributes meeting announcements and a draft agenda; prepares follow-up material, ensures records accurately reflect business matters and prepares reports associated with council meetings and activities.
3. Prepares minutes of council meetings and ensures appropriate distribution including copies to other council members and the SHRM Regional Team.
4. Recommends new policies and procedures to increase organizational effectiveness.
5. Maintains all financial records of the state council required by law or SHRM.
6. Prepares, interprets and disseminates periodic financial status reports for approval by the state council.
7. Prepares the annual budget of revenue and expenses and submits same for state council approval at its first meeting each year.
8. Receives, holds, and safeguards in the capacity of trustee and financial agent, all funds for the council. Disburses such funds only for normal and usual uses unless the council otherwise directs.
9. Arranges for the preparation of the tax returns and has responsibility for seeing that it is filed in a timely manner.
10. Prepares, interprets and disseminates periodic financial status reports for approval by the state council.
11. Reviews 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.
12. Performs other duties as assigned by the state council director.

#### Requirements

1. Must be an SHRM member in good standing. HR Certification Institute certification (PHR, SPHR, GPHR) highly desirable.
2. Nominated by the state council director and elected by the governing body of the state council
3. Serves a one-year term beginning the first day of January and ending the last day of December. May be re-elected for one additional one-year term for a total service of two years.