



SECRETARY / TREASURER

Function

Prepares the agenda for all state council meetings, takes minutes, maintains the records, and develops the annual budget. and direct the financial affairs of the State Council.

Responsible To the State eBoard including:

MNSHRM State Council Director
MNSHRM State Council Director Elect
MNSHRM State Council Past Director

Responsibilities

SECRETARY

- Serve as a voting member of the State Council and is expected to attend and participate in all meetings of the eBoard and State Council.
- Oversees preparation and distribution of meeting announcements, agendas, and minutes of meetings by Executive Director; oversees follow-up materials, ensures records accurately reflect business matters and oversees preparation of reports associated with council meetings and activities. Ensures the appropriate information is shared with State Council members and regional team. Assist with SHAPE report due January 31 for prior calendar year.
- Communicates with SHRM regarding State Council contacts, provide updates for website as needed; oversee arrangement for name badges through SHRM.
- State CLIF is due December 1 each year. Works with Executive Director to ensure submitted timely.
- Assists, as needed, in finding State Council meeting facilities and meal requirements.

TREASURER

- Prepare the annual State Council budget and submits to the State Council for approval before the end of the fiscal year. This includes the State Conference revenue and expenses.
- Oversee Executive Director in preparation, interpretation, and dissemination of monthly and annual financial reports for approval by the State Council.
- Oversees the financial records of the State Council required by law and SHRM (VLR).
- Review and provide feedback/approval for expenses, present financial statements to eBoard on regular basis.
- Review 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.
- Assess the financial implications of proposed actions by the council.
- Observe the financial direction of the council, recognize possible financial problems, and brings such problems to the attention of the State Council for action.
- Recommends new policies and procedures to increase organizational effectiveness.
- Performs other duties as assigned by the State Council Director.

Term

- Two-year term begins on the first day of January and ending the last day of December, may be re-elected for one additional term for a total of four years.
- Nominated by the State Council Director and elected by the governing body of the State Council

Requirements

- Must be a SHRM member in good standing.
- SHRM certification highly desirable