**Job Description**

**Position Title: Finance Committee Chair Effective: 1/1/2022**

**Reports to: Chapter President Status: Volunteer**

**Level: Board Member, Chapter Term: 1 year**

**Position Summary:**

Assist the president in overseeing all the activities of the chapter. In the absence of the president, perform all the presidential responsibilities.

**Responsible To:**

* The members of the chapter
* The chapter president
* The State Council Director

**Position Responsibilities**

* Perform all special projects as assigned by the president.
* Upon request, assist all officers in performing their responsibilities.
* Serve as the co-chair of the chapter annual conference. In the absence of the Conference Chair, will serve as the chairperson.
* Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
* Represent the chapter in the human resources community.
* Recommend community service projects to be supported by the chapter.
* Maintain communication with the state council and SHRM staff as needed
* Participate in the development and implementation of short-term and long-term strategic planning for the chapter.

**Requirements:**

* Must be an SHRM member in good standing for entire term of office.
* Must be willing to attend SHRM functions and work in a consistent timely fashion.
* SHRM-CP or SHRM-SCP Certification preferred.

**Resources Available:**

* SHRM Affiliate Program for Excellence (SHAPE) Planning Workbook
* Chapter Best Practices
* SHRM Guide to Chapter Financial Management
* SHRM-Approved Graphics
* SHRM Graphics Standards Manual for Affiliates
* Fundamentals of Chapter Operations
* SHRM Strategic Planning Toolkit
* Succession Planning for Your Chapter Board of Directors

And MUCH MORE resources are available online at the SHRM’s Volunteer Leader Resource Center <https://community.shrm.org/vlrc/home>

**Note:** Check for new and updated resources that are continually being developed.