

Louisiana Society for Human Resources Management (LASHRM)  
Position Description

**TITLE:** LASHRM Secretary/Treasurer

**REPORTS TO:** LASHRM State Council Director

*Function:*

Serves as a voting member of the council. Prepares the proceedings of all state council meetings, takes minutes, maintains the records, and directs the financial affairs of the council.

*Duties and 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, SHRM and/ or LASHRM.
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. Prepares, interprets and disseminates periodic financial status reports for approval by the state council.
10. 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.
11. Performs other duties as assigned by the state council director.

*Requirements:*

1. Must be an SHRM member in good standing throughout the duration of participation on the Governing Body (Article VI, Section D). HRCI certification highly desirable.
2. Nominated by the State Council Nominating Committee and elected from the current year's Governing Body by its voting members no later than November of each year for the upcoming year. (Article VI, Section E)
3. Should be able to visit chapters throughout the state as needed.
4. Serves a term beginning the first day of January and ending the last day of December. May be re-elected in the same position for not more than two additional consecutive years. (Article VI, Section E)