



2021 Chapter Volunteer Board Position Descriptions

PRESIDENT (*officer*): Provide leadership to the local chapter consistent with state, regional, and SHRM policy, strategies and objectives. Effectively operate the chapter so that the needs of the members are met. Perform other duties as required by the local chapter's bylaws. Serve as a voting member of the state council. Previous Board experience is preferred for this position.

PRESIDENT-ELECT (*officer*): Assist the president in overseeing all the activities of the chapter. In the absence of the president, perform all the presidential responsibilities. The President Elect will attend the National SHRM Leadership Conference held in Washington, D.C. each November and is responsible for chairing appropriate sub-committees as assigned. Previous Board experience is preferred for this position.

VICE PRESIDENT OF MEMBERSHIP (*officer*): Manage the membership function to successfully achieve an increase in chapter membership. Reports national members to SHRM National and prepares information for annual audit. Work with the Treasurer to compile up to date membership listings. Guide the activities of appropriate sub-committees as assigned. Previous Board experience is preferred for this position.

TREASURER (*officer*): Act as financial officer and advisor to chapter board of directors. Maintains the chapter mailbox and distributes mail to the appropriate officer, director, or chair. Send dues notices and other invoices to members. File appropriate forms and information with IRS and other local, state, and federal government entities. Previous Board experience is preferred for this position.

SECRETARY (*officer*): Take minutes of board and chapter meetings, provide notice of meetings, distribute agendas for board and chapter meetings, and create general correspondence. Maintain chapter records and history. Previous Board experience is preferred for this position.

DIVERSITY CHAIR: Present or coordinate an annual diversity and workforce readiness program. Monitor and evaluate on a continuing basis local activity concerning diversity and workforce readiness issues. Spearhead the effort to diversify the chapter's membership/leadership and to publicize successful diversity programs in the local community. Works in cooperation with state-level workforce readiness advocates.

SHRM FOUNDATION CHAIR: Educate, promote, and represent the interests of the SHRM Foundation and its activities to the chapter membership. Encourage donations to SHRM Foundation annually.

PROGRAM CHAIR: Manage the activities of the program committee to provide monthly programs, conference programming, and social events. Strive to find programming that provides HRCI & SHRM PDC's and leads the effort to obtain HRCI & SHRM PDC's for upcoming programs.

LEGISLATIVE CHAIR: Monitor and evaluate pending legislative, regulatory and legal action at the federal, state, and local level that may have an impact on the management of human resources. Present or coordinate an annual legislative program, provide updates to the chapter president and fellow chapter members. Inform elected officials of SHRM's position on legislation affecting the human resources profession. Work in close cooperation with the State Government Affairs Committee Chair and the SHRM headquarters staff in carrying out these responsibilities. It is advisable that the chapter legislative representative serve a multiple-year term.

CERTIFICATION CHAIR: Manage the chapter's certification study programs. Encourage members to become certified and re-certified. Increase the number of chapter members who are certified SHRM-CP/SHRM-SCP. This position must be SHRM-CP or SHRM-SCP certified.

COMMUNICATIONS CHAIR: Provide timely and comprehensive information to chapter members about programs, workshops, and other matters of interest via chapter digital platforms. Provide timely and comprehensive information and other matters of interest about the chapter to external resources. Lead the chapter website and social media efforts.

TECHNOLOGY COORDINATOR: Coordinate the chapter's use of technology. Manage and provide support for the virtual board meetings, website, and live streaming of in-person and virtual chapter meetings. Oversee the use of hardware and software and assist board members in the use of technology required to execute their chapter duties.

INTERNSHIP COORDINATOR: Coordinate the chapter internship program to include selection of organization hosting the internship as well as the selection of the intern.

MEMBER AT LARGE POSITION(S)

"Entry level" positions on the board, the Member at Large positions assist in special projects, conferences, community initiatives, and other chapter projects that may require their participation. It is anticipated that individuals in the Member at Large positions are part of chapter succession planning activities to assume greater responsibility by being elected in the following year(s) to the more core leadership roles outlined above.