



## **Director, SHRM & VA SHRM State Council**

The Director of SHRM and VA SHRM State Council is an appointed role and serves as the primary communication link between the chapter, SHRM National and the Virginia SHRM State Council. This liaison role is essential for ensuring alignment and collaboration between the chapter, the State Council, and SHRM National initiatives. The Director will promote SHRM's mission, facilitate resource sharing, and provide strategic support to enhance the chapter's effectiveness and member engagement.

This role is typically filled by the Immediate Past-President. This Director also serves as the chapter representative on the VA SHRM State Council, attending 75% of all state council functions and reporting actions taken to the chapter.

### **Responsible to:**

- Chapter President

### **Key Duties and Responsibilities:**

#### **Liaison Duties**

- Act as the main point of contact between the local chapter, SHRM National, and the VA SHRM State Council.
- Communicate regularly with SHRM and the State Council to stay informed of initiatives, resources, and opportunities.
- Ensure that the chapter's activities align with SHRM and VA SHRM State Council goals and objectives.

#### **Chapter Support**

- Provide guidance and support to chapter leadership on SHRM and State Council programs, initiatives, and best practices.
- Assist in the dissemination of SHRM and State Council information to chapter members.
- Facilitate access to SHRM and State Council resources, including professional development opportunities, conferences, and certifications.

### Strategic Collaboration

- Work closely with the chapter leadership to align chapter goals with SHRM's strategic priorities and the VA SHRM State Council's objectives.
- Identify and promote opportunities for collaboration between the chapter, SHRM, and the State Council.
- Attend VA SHRM State Council meetings and events to represent the chapter and report back on relevant updates and action items.

### Advocacy and Outreach

- Advocate for SHRM and VA SHRM State Council programs and initiatives within the chapter.
- Promote awareness of SHRM membership benefits, certifications, and professional development opportunities among chapter members.
- Support the chapter in recruiting and retaining SHRM members by highlighting the value of SHRM and State Council affiliation.

### Reporting and Communication

- Provide regular updates to the chapter Board on SHRM and State Council activities, initiatives, and relevant changes in HR legislation or practices.
- Prepare and submit required reports to SHRM and the VA SHRM State Council as needed.
- Maintain accurate records of all liaison activities and communications.

### Event Participation

- Represent the chapter at SHRM and VA SHRM State Council events, including conferences, meetings, and networking opportunities.
- Facilitate chapter participation in state and national SHRM events.