



President

The President is an elected officer and the chief officer of the Board responsible for providing leadership to ensure the Board fulfills its governance responsibilities. This role involves overseeing board meetings, guiding the chapter's strategic direction, and acting as its key spokesperson and representative. The President works closely with the President-Elect; Executive Director, and other Board members to ensure the chapter achieves its mission and operates in a fiscally responsible and ethical manner.

The President ensures the chapter operates consistent with state, regional, and SHRM policy, strategies and objectives. The President operates the chapter so that the needs of the members are met. The President performs other duties as required by the chapter's bylaws and serves as a voting member of the state council.

Responsible to:

- State Council Director
- Chapter Membership

Key Duties and Responsibilities:

Leadership and Governance

- Provide leadership to the Board of Directors in fulfilling its governance responsibilities, ensuring the Board operates effectively and efficiently.
- Lead the development and implementation of the chapter's strategic plan, ensuring alignment with the mission, vision, and values.
- Oversee the Board's adherence to its bylaws, policies, and procedures, and ensure that Board members fulfill their fiduciary responsibilities.
- Preside over the activities of all officers and directors, as well as standing committees, to ensure the accomplishment of chapter goals, objectives, and strategies.
- In collaboration with the Treasurer, monitor the chapter's financial health and ensure that it maintains adequate resources to meet obligations and achieve goals.

Board Meetings

- Chair all board meetings, setting the agenda in collaboration with the Executive Director and ensuring that meetings are productive, focused, and inclusive.
- Facilitate open and constructive discussion among Board members, encouraging diverse perspectives and ensuring all voices are heard.
- Ensure that accurate minutes are recorded and distributed, and that action items are clearly assigned and followed up on.

Strategic Oversight

- Guide the Board in setting strategic priorities and making informed decisions that advance the DC SHRM's goals.
- Monitor the chapter's progress toward achieving its strategic objectives listed in the Strategy on A Page (SOAP), providing support and guidance as needed.
- Work with the President-Elect, Executive Director and board committees to address challenges and opportunities facing the chapter.

Executive Director Support and Evaluation

- Serve as the primary liaison between the Board and the Executive Director, providing support, guidance, and feedback as needed.
- Lead the annual performance evaluation of the Executive Director, setting expectations and providing ongoing support.
- Ensure a positive and collaborative working relationship between the Board and the Executive Director, promoting clear communication and mutual respect.

Representation and Advocacy

- Act as the public face and spokesperson for the chapter, representing it to the membership, partners, sponsors, and the broader community.
- Advocate for the chapter's mission and goals, building relationships with key partners and securing support for the chapter's initiatives.
- Lead fundraising efforts in collaboration with the President-Elect; Treasurer; Vice President of Sponsorship; Executive Director; and the Board, playing an active role in sponsor relations and major gift solicitations.
- Attend State Council meetings and actively participate in state council events and activities. Appoint a proxy to attend State Council meetings when unable to attend.
- Provide information to the State Council as an elected representative of the chapter.
- Maintain communication with the State Council Director and the SHRM Regional Team.
- Communicate State, Regional and/or SHRM's goals, policies, and programs to chapter members. Represent the State Council to chapter leaders and the membership.

Board Development and Effectiveness

- Lead efforts to recruit, retain, and develop a diverse and effective board of directors, ensuring that the Board has the necessary skills, experience, and perspectives.
- Support Board members in fulfilling their roles, providing orientation for new members and ongoing development opportunities for the entire Board.
- Lead periodic evaluations of Board performance, identifying areas for improvement and implementing strategies to enhance Board effectiveness.

Ethical and Legal Oversight

- Ensure that the chapter complies with all legal and regulatory requirements, maintaining high standards of integrity and ethical conduct.
- Oversee the chapter's risk management practices, ensuring that potential risks are identified and mitigated.
- Promote a culture of transparency, accountability, and ethical behavior throughout the organization.