



HRABC Officer & Director Duties & Responsibilities

HRABC Officers

President

The President shall preside at the meetings of the members and of the Board. He/she shall direct the Chapter and have charge and supervision of the affairs and business of the Chapter, subject to the ultimate management authority of the Board of Directors. The President shall appoint all standing and special committees, subject to ratification by the Board of Directors. The President shall be an ex-officio member of all committees and will automatically become a member of the Board of Directors for one (1) year following term of office as President. The President shall be responsible for monitoring the progress and for the accurate and timely completion of the application for all SHRM awards and recognitions. In the event of non-budgeted and unforeseen situations, the President can authorize expenditures from the Chapter treasury of up to \$200. The President has the authority to sign checks up to \$1,000. Checks over \$1,000 require a second signature from the President-Elect (or in either the President or President Elect's absence, the Secretary).

President-Elect

The President-Elect shall perform the duties of the President in case of absence, shall coordinate the SHRM Foundation chapter activity, shall act in an advisory capacity to Committee Directors, and any other duties the President deems necessary. The President-Elect shall sign checks issued by the Treasurer in the absence of the President. Checks over \$1,000 require a second signature from the President-Elect (or in either the President or President-Elect's absence, the Secretary). If the President resigns or otherwise becomes unable to hold office, the President-Elect shall become President for the unexpired term.

Secretary

The Secretary shall perform the duties of the President in the absence of the President and President-Elect. The Secretary shall keep a correct record of all proceedings of all meetings of the Chapter, shall maintain all historical records of the Chapter, and any other duties as requested by the President. The Secretary shall provide copies of the minutes of any Board of Directors meeting to a member upon request. The Secretary shall chair a By-laws Committee which shall be responsible for initiating, reviewing, and presenting to the Board of Directors amendments and approvals as deemed necessary. The bylaws committee must consist of 2 Past Presidents and an attorney. The Secretary shall be the 2nd signature on checks when either the President or President-Elect is absent.



Treasurer

The Treasurer shall perform the duties of the President in the absence of the President, President-Elect, and Secretary. The Treasurer shall collect and hold all moneys belonging to the Chapter and shall deposit same in a bank or banks designated by the Board of Directors. The Treasurer shall pay all bills, upon approval by the Board of Directors. The Treasurer will also provide copies of the complete monthly Statement of Financial Condition of the Chapter to the membership, as requested. The Treasurer shall keep an itemized record, in a permanent file, of all receipts and expenditures and give both a written and oral report to the Board of Directors at each board meeting. The Treasurer will ensure that the tax return is filed on a timely basis. Within ten days after the end of the calendar year, the Treasurer shall furnish all funds, securities, and financial records to the succeeding Treasurer. The new Treasurer shall, upon receipt of records and funds, be responsible for arranging an audit of the financial records.

HRABC Directors

Communications Director

The Director of Communications shall chair a Communications Committee and will provide timely and comprehensive information to Chapter members about programs, workshops, and other matters of interest via Association website and other channels. They will be responsible for creating and maintaining a favorable marketing image of the Chapter and promoting the organization through a variety of social media outlets.

Community Relations Director

The Director of Community Relations shall chair a Community Relations Committee, develop partnerships and manages the Chapter outreach efforts in the community.

Workforce Readiness Director

The Director of Workforce Readiness shall chair a Workforce Readiness Committee which shall be responsible for planning and encouraging Chapter involvement and activities impacting job readiness issues. Will oversee and promote the Member In Transition Program.

Diversity and Inclusion Director

The Director of Diversity shall chair a Diversity Committee and manage the development of diversity-related programs, workshops, seminars, and other services provided by the Chapter. They will be responsible for providing diversity related content for the website.

Hospitality Director

The Hospitality Director shall chair a Hospitality Committee and be responsible for making all necessary arrangements for a location, meals and other fund requirements, for all Chapter events and shall assist members as needed to register for Chapter events.



Legislative Affairs Director

The Director of Legislative Affairs shall chair a Legislative Affairs Committee and be responsible for providing monthly updates to the membership on Legislation affecting the human resource field through oral and written reports.

Membership Director

The Director of Membership shall chair a Membership Committee which shall be responsible for promoting membership and stimulating interest in the Chapter and shall be responsible for maintaining membership list, monitoring membership status and reporting to SHRM regarding all matters related to membership. Additionally, they will respond to the audit results.

Professional Development Director

The Director of Professional Development shall chair a Professional Development Committee and be responsible for coordinating regular workshops at Chapter events and be responsible for promoting, coordinating, and participating in study sessions in preparation for the certification testing.

Programs Director

The Director of Programs shall chair a Programs Committee which shall be responsible for arranging all programs, shall submit all requests for recertification credits to HRCI and SHRM a minimum of 30 days prior to each scheduled event and shall generally serve as a Co-Chair for Annual Conference.

Sponsorship Director

The Director of Sponsorship shall chair a Sponsorship Committee and is responsible for securing non dues revenue for all Chapter events and will be responsible for initiating, coordinating and implementing methods of providing revenues to supplement general operating funds and fund other appropriate efforts as determined by the Board of Directors.

Student Relations Director

The Director of Student Relations shall chair a Student Relations Committee which shall be responsible for providing advice and guidance to the student chapters.