



## Council Position Job Description

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### DISTRICT DIRECTOR

<b>Council Area</b>	Executive Committee	<b>Reports To</b>	Council President-Elect
<b>Position Summary</b>	The State Council District Director serves as a SHRM representative for a designated geographical district within the State of Florida. He/she provides leadership and communication to chapter boards in respect to Council goals and objectives, while promoting SHRM membership among practicing members and other individuals supportive of the HR profession. Under the direction of the State Council President-Elect, the incumbent is accountable for planning, organizing, and managing all activities related to the Council's annual Volunteer Leadership conference.		
<b>Term of Office</b>	Appointed by the State Council President with approval of the Executive Committee. Serves a 2-year term beginning the 1 <sup>st</sup> day of January and ending the 31 <sup>st</sup> day of December. May be reappointed for three additional 1-year terms. May not be appointed to serve more than five years consecutively in the same position.		
<b>Duties and Responsibilities</b>	<p><b>Core:</b></p> <ul style="list-style-type: none"><li>▪ Be a chapter-affiliated SHRM member in good standing.</li><li>▪ Uphold the Council mission, vision, and values.</li><li>▪ Be an active Council member, attending all scheduled council meetings and conferences.</li><li>▪ Be prepared at the meetings, asking critical questions and helping the Council come to agreement in making decisions that affect the Council's membership.</li><li>▪ Participate in the development of and implementation of short- and long-term strategic planning.</li><li>▪ Know and/or build personal knowledge about the Council and its governing bylaws.</li><li>▪ Stay informed of trends in the HR field and timely issues affecting members and communities.</li><li>▪ Provide contacts and resources to help the Council grow and develop as an organization.</li><li>▪ Make a personal contribution of at least \$25 to support the SHRM Foundation.</li><li>▪ Abstain from activities that may appear to create a conflict of interest; follow the SHRM Code of Ethics.</li><li>▪ Maintain confidentiality, as appropriate, of Council issues and membership data.</li><li>▪ Promote and encourage local chapter involvement in HR Florida.</li><li>▪ Promote Council and SHRM goals, objectives and activities among practicing members of the HR profession.</li></ul> <p><b>Council:</b></p> <ul style="list-style-type: none"><li>▪ Serve as the SHRM representative for a designated geographical district within the State of Florida.</li><li>▪ Plan and organize the annual Volunteer Leadership Conference for state council and chapter leaders to include program selection, fundraising, attendee marketing, venue logistics, and customer service.</li><li>▪ Review program evaluations from previous conference for feedback to be used in planning future sessions.</li><li>▪ Promote the Leadership Conference within the chapters</li><li>▪ Identify individuals who demonstrate effective leadership roles within his/her district for potential leadership involvement on the council and report it to Nominating Committee.</li><li>▪ Report to the State Council President-elect on a regular basis on chapter/member activities, accomplishments, and opportunities within his/her assigned area.</li><li>▪ Develop and facilitate two-way communication between chapters and the state council.</li><li>▪ Attend and participate in the "idea generation" district director breakfast meetings held prior to each Council meeting.</li><li>▪ Submit expense reports to State Council President-Elect for approval prior to submission to the Treasurer for payment.</li><li>▪ Report on regular basis concerning activities, accomplishments, and opportunities.</li><li>▪ Complete other assignments as requested by the Executive Committee.</li></ul>		

**State Conference:**

- Serve as a volunteer at the annual State Conference, which may include the staffing of the HR Florida exhibit hall booth or being a room moderator.

**Chapters:**

- Maintain regular contact with assigned chapters.
- Attend chapter board or member meetings on a regular basis.
- Work with chapter leaders to incorporate state and SHRM goals into local chapter activities.
- Promote and encourage chapters to submit nominations to Council for annual award programs such as HR Professional of the Year and Chapter CLA awards.
- Promote SHRM membership among members and other individuals supportive of the HR profession.
- Assist, promote and encourage chapter involvement in the SHRM merit award programs (SHAPE).
- Provide chapter presidents with promotional material relating to the Leadership Conference to disseminate within their volunteer leaders, including program highlights.
- Make presentations to chapters and other interested parties regarding HR Florida, upon request.
- Ensure effective transfer of chapter leader knowledge during chapter board transition.

**SHRM:**

- Assist the Executive Committee in establishing policy, strategy, goals, and objectives consistent with those of SHRM, upon request.
- Identify and assist in the development of new SHRM professional chapters, as needed.

***Required Skills  
and Abilities***

- Previous experience as a chapter president required.
- Certification by the HR Certification Institute or SHRM highly desirable.
- Knowledge of Roberts Rules desirable.

**Skills:**

- Financial Management & Budgeting
- Planning/Analysis
- Problem Solving/Decision Making
- Creativity
- Oral/Written Communication
- Effective Listening
- Technically Savvy

**Abilities:**

- Work with Diverse Personalities/Motivate Others
- Make Decisions in the Absence of Consensus
- Build Consensus /Encourage Open Discussion
- Recognize Potential Problems or Omissions
- Delegate/Empower Others
- Manage Multiple Responsibilities
- Tact/Interpersonal Ability
- Maintain a Professional Presence