



Job Description of MISHRM Director

- Responsible To:** MISHRM Council & SHRM North Central Regional Manager
- Responsible For:** Executive Committee
- SHRM Status:** Must be an SHRM member in good standing.
- Certification Status:** HRCI Certification preferred.
- Experience Req'd:** Must have served in a volunteer role of MISHRM state council.
- Selection:** This individual is selected via election per the MISHRM bylaws.
- Term:** This incumbent serves a two year term beginning January 1 and ending December 31 of the following year. The individual will then serve an additional two year term on the same time schedule as the Immediate Past Director.
- Purpose:** Serves as the chief elected officer of the MISHRM State Council; Establishes policies, strategies and objectives; Provides guidance to all Council participants and interested parties; Supports, implements and advocates the SHRM positions and initiatives.
- Participation Req'd:** Attends all Executive Committee Mtgs.; Attends all two MISHRM Council Mtgs.; Attends SHRM Leadership, MISHRM Leadership, and SHRM National Conferences; Attends North Central Region Conference Calls and Meetings.

ESSENTIAL FUNCTIONS:

Manages the affairs of the MISHRM Council as the chief elected officer.

Presides over meetings of the Council.

Leads the Council by assigning responsibilities for achieving state, regional and national objectives; Directs the activities, plans and objectives of the Council.

Oversees the completion and submission of the State Council Achievement Plan (SCAP).

Coordinates Rewards and Recognition Program for the MISHRM Council.

Oversees the Council succession plan and assures all required positions are filled.

Recommends new or revised policies and procedures to increase organizational effectiveness.

Promotes SHRM, MISHRM and the HR Profession by personal appearances and speaking engagements among MISHRM chapters and community organizations.

Serves as a voting member representing Michigan's interests on the North Central Regional board or SHRM National Board as required.

Monitors and completes the minimal required activity related to your area of responsibility to achieve a Superior Merit Award.

Serves as a voting member of the MISHRM Council.

Performs other duties as assigned.

NOTE: The Executive Committee reserves the right to make amendments, changes or exceptions to the job descriptions requirements.