



Job Description of MISHRM Director-Elect

- Responsible To:** MISHRM State Director
- Responsible For:** District Directors
- 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 two additional two year terms on the same time schedule: one as MISHRM Director and one as MISHRM Immediate Past Director.
- Purpose:** Serves as an understudy to the MISHRM Director. Works with the Director to establish policies, strategies, and objectives consistent with SHRM policies. Provides guidance to MISHRM Council Members and other volunteers to assist in supporting SHRM and MISHRM objectives.
- Participation Req'd:** Attends all Executive Committee Mtgs.; Attends all two MISHRM Council Mtgs.; Attends MISHRM Leadership Conference; Attends SHRM National Leadership Conference.

ESSENTIAL FUNCTIONS:

Studies MISHRM Council Operations to assume the role as the successor to the MISHRM Director and manages the affairs of the Council in the absence of the Director.

Acts as a liaison between the District Directors (DDs) and the MISHRM Council and assists the DDs in planning the annual MISHRM Leadership Conference; Provides Executive Committee support and advocacy in all of their duties.

Manages State Council Achievement Plan (SCAP) Requirements and submits SCAP to SHRM prior to deadline.

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

Coordinates Rewards and Recognition Program for the Executive Committee.

Assists Executive Committee in conjunction with the MISHRM Membership Director and SHRM Regional Manager to identify and assist interested parties in affiliating as SHRM chapters in Michigan.

Assists in development of succession planning for the entire MISHRM Board.

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

Provides for execution of regional and national SHRM Board decisions.

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.