



Job Description of MISHRM Immediate Past State Director

Responsible To:	MISHRM State Director
Responsible For:	Providing guidance to the Executive Committee and sharing historical information.
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 per the MISHRM bylaws (typically via election as Director Elect and following a six year succession plan).
Term:	This incumbent serves a two year term beginning January 1 and ending December 31 of the following year.
Purpose:	Serves as a member of the MISHRM Council providing continuity in leadership. Provides advice and counsel to the State Director and handles special projects as assigned.
Participation Req'd:	Attends all Executive Committee Mtgs.; Attends all two MISHRM Council Mtgs.; Attends MISHRM Leadership Conference.

ESSENTIAL FUNCTIONS:

Assists the MISHRM Council in maintaining the strategic goals and objectives. Provides a written quarterly report to the current status of goal and objective attainment.

Monitors insurance policies and obtains quotations where appropriate.

Directs special projects as assigned by the State Director.

Represents the MISHRM Council to SHRM chapters and the public as required.

Assists in the identification, recruitment and selection of future council leaders.

Oversees the orientation and training of new MISHRM Council members concerning the Council's vision, mission, activities, and expectations.

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

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.