Volunteer Position – President Elect

Responsible To: Chapter President, Chapter Board of Directors, Members of the Chapter
Direct Reports: Assigned as needed
Term: 1 Year

Function

In the absence of the President, provide leadership to the local chapter consistent with state, area and national society policy, strategies and objectives. Responsible for board training & development and succession planning. Prepares to assume President's role the following year. Perform other duties as required by the local chapter's by-laws. Serves as voting member of the local Board of Directors.

Responsibilities:

- Acts in President's behalf during necessary absences.
- Review and propose by-law changes as needed for the enhancement of chapter operations.
- Attend the Leadership Conference provided by SHRM.
- Chair the nomination committee each year in preparation for Board Member selection and voting.
- Responsible for coordinating the Pinnacle and other SHRM award nominations as well as the Summit award for California State council.
- Chair for annual Conference
- Prepare, monitor and maintain budgets.
- Compile and develop monthly reports.
- Orient new volunteers.
- Provides administrative assistance to the President, as needed.
- Attend Board and Chapter meetings.
- Orient new President-elect

Requirements:

- Must be passionate about building SDSHRM for the future, cast the vision and inspire others to action.
- Must possess the highest level of personal integrity.
- Must have a clear understanding of SDSHRM's mission, vision, strategy, goals, and structure.
- Must have a general familiarity with our membership base.
- Must be a SDSHRM & SHRM member in good standing and maintain Professional membership.
- Acts in President's behalf during necessary absences.
- Review and propose by-law changes as needed for the enhancement of chapter operations.
- Attend the Leadership Conference provided by SHRM.
- Chair the nomination committee each year in preparation for Board Member selection and voting.
- Responsible for coordinating the Pinnacle and other SHRM award nominations as well as the Summit award for California State council.
- Prepare, monitor and maintain budgets.
- Compile and develop monthly reports.
- Orient new volunteers
- Provides administrative assistance to the President, as needed.
- Attend Board and Chapter meetings.
- Orient new President-elect

Time Commitment (in addition to Board and Monthly meetings):

- Approximately 10-12 hours a month

Resources Available:

- SHRM supplies the following resources for Chapter Vice-Presidents or Presidents-Elect
    - SHRM Affiliate Program for Excellence (SHAPE)
    - Chapter Position Descriptions
    - Guide to Chapter Financial Management
    - Member Madness Program
    - SHRM-Approved Graphics
    - SHRM Leaders Guide
    - SHRM Strategic Planning Toolkit
    - Succession Planning for Your Chapter Board of Directors

- SHRM Speakers Bureau
- SHRM Chapter Speaker Program
- And MUCH MORE…available online at www.shrm.org/vlrc

Volunteer Position – President

Responsible To: State Council CalSHRM President and Chapter Members
Direct Reports: All Board Members, Executive Director
Term: 1 Year

Function

Provide leadership to the chapter consistent with state, regional and national Society policy, strategies, and objectives. Responsible for operating the chapter effectively to meet the needs of its members. Perform other duties as required by the local chapter by-laws.

Responsibilities

- Conduct the business of the chapter in accordance with the chapter bylaws and serve as chairperson of the chapter's board of directors.
- Chair all board of director meetings. Coordinate logistics for monthly board meetings (location, reservation, agenda).
- Preside over the activities of all officers and directors, as well as standing committees, to ensure the accomplishment of chapter goals, objectives, and strategies.
- Monitor the use, accounting, and handling of the chapter funds.
- Accumulate information during year of term, about the chapter and compile it for the SHRM Affiliate Plan for Excellence (SHAPE) submitted to SHRM by January 31 the following year (required each year).
- Submission of the SHAPE is required by SHRM and covers the year previous calendar year.
- Prepares submissions for chapter Pinnacle Award nominations, if applicable.
- Serve as chair to the Bylaws Committee.
- As chair of Nominating Committee, develop a slate of qualified candidates for open positions on the board of directors in accordance with the bylaws. Communicate the nominees to fill open positions to the membership for a vote.
- Participate in the annual SHRM Volunteer Leadership Summit; encouraged to attend annual State and National Conferences.
- Participate in/Lead the development and implementation of short-term and long-term strategic planning for the chapter.
- Attend state council meetings and actively participate in state council matters. Provide information to state council as an elected representative of the chapter. Appoint proxy to attend state council meetings when unable to attend.
- Maintain communication with the state council director and the SHRM Regional Team.
- Communicate state, regional and/or SHRM's goals, policies, and programs to chapter members.
- Represent the chapter in the human resources community.
- Write monthly newsletter article or video "President's Message".
- Plan and facilitate board retreat(s).
- Attend and participate in all monthly chapter and board of directors' meetings.
- Represent the state council to local chapter leaders and the membership.
- Upon completion of the position's term, assist the incoming President to assure a smooth transition of responsibilities and continuity of knowledge and resources.

Requirements

- Must be passionate about building SDSHRM for the future, cast the vision and inspire others to action.
- Must possess the highest level of personal integrity.
- Must have a clear understanding of SDSHRM's mission, vision, strategy, goals, and structure.
- Must have a general familiarity with our membership base.
- Ability to effectively represent SDSHRM to the community at large.
- Strong leadership skills and the ability to coach, develop, mentor and influence Board members.
- Ability to set strategic direction, goals, and objectives.
- Effective communication skills (oral, written and presentation)
- Effectively facilitate meetings.
- Broad knowledge of GAAP and other accounting and reporting standards
- Support the implementation and maintenance of systems and policies and procedures, to ensure adherence to SDSHRM guidelines and proper internal controls for Sarbanes-Oxley compliance and other relevant regulations.
- Excellent knowledge of all accounting functional areas
- Effective communication, analytical, research and problem-solving skills.

- Involving Senior HR Professionals
- SHRM Leaders Guide
- SHRM Membership Recruitment and Retention Toolkit
- And MUCH MORE…available online at www.shrm.org/vlrc

Volunteer Position – Past President

Responsible To: Chapter President, Chapter Board of Directors, Members of the Chapter
Direct Reports: Assigned as needed
Term: 1 Year

Function

Advise the president and other officers and members of the board of directors regarding past practices, general operations, and other matters to assist in the smooth operation of the chapter.

Responsibilities:

- Act as advisor to chapter board of directors regarding past practices and operations in accordance with
- chapter's bylaws.
- Upon request, assist officers in performing their responsibilities.
- Serve as chair of the Bylaws Committee and Nominating Committees.
- Serve as Workplace Excellence Awards Committee Chair
- As a member of the Bylaws Committee, review bylaws and recommend any needed changes to the board of directors.
- As a member of the chair of the Nominating Committee, develop a slate of qualified candidates for open positions on the board of directors in accordance with the bylaws.
- Be a mentor and resource to select board positions as identified by the President.
- Mentors and assists the President in completion of the SHRM Affiliate Plan for Excellence (SHAPE) program, to ensure compliance with SHAPE; assists with the submission for chapter Pinnacle Award nominations, as applicable.
- Represent the chapter in the human resources community.
- Maintain communication with the state council and SHRM staff, as needed.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Attend and participate in all monthly chapter and board of directors' meetings
- Attend CalSHRM board of directors meeting as assigned by the President.
- Upon completion of position's term, assist the incoming Past-President to assure a smooth transition of responsibilities and continuity of knowledge and resources.

Requirements:

- Must be passionate about building SDSHRM for the future, cast the vision and inspire others to action.
- Must possess the highest level of personal integrity.
- Must have a clear understanding of SDSHRM's mission, vision, strategy, goals, and structure.
- Must have a general familiarity with our membership base.
- Must be a SDSHRM & SHRM member in good standing and maintain Professional membership.
- Preferred HRCI and/or SHRM certification.
- Preferred, previously served on the board in the President-Elect capacity.
- Ability to effectively represent SDSHRM to the community at large.
- Strong leadership skills and the ability to coach, develop, mentor and influence Board members.
- Ability to set strategic direction, goals, and objectives.
- Effective communication skills (oral, written and presentation)
- Effectively facilitate meetings.
- Broad knowledge of GAAP and other accounting and reporting standards.
- Support the implementation and maintenance of systems and policies and procedures, to ensure adherence to SDSHRM guidelines and proper internal controls for Sarbanes-Oxley compliance and other relevant regulations.
- Effective communication, analytical, research and problem-solving skills.
- Must attend 50% of SDSHRM events and 80% of Board meetings.

Time Commitment (in addition to Board and Monthly meetings):

- Approximately 10-12 hours a month

Resources Available:

- SHRM supplies the following resources for Chapter Past President:
    - SHRM Affiliate Program for Excellence (SHAPE)

- Ability to work in a dynamic high-performance environment.
- Ability to balance workload and determine priorities.
- Excellent organization and time-management skills.
- Must be a SDSHRM and SHRM member in good standing and maintain Professional membership.
- Must have HRCI and/or SHRM certification.
- Preferred, previously served on the board in the President-Elect capacity.

Time Commitment (in addition to Board and Monthly meetings):

- Approximately 15-20 hours a month

Resources Available:

- SHRM supplies the following resources for Chapter Treasurer
    - SHRM Affiliate Plan for Excellence (SHAPE) Planning Workbook
    - Award Programs (Pinnacle, etc.)
    - Chapter Position Descriptions
    - SHRM Guide to Chapter Financial Management
    - SHRM-Approved Graphics
    - SHRM Graphics Standards Manual for Affiliates
    - SHRM Leaders Guide
    - SHRM Strategic Planning Toolkit
    - Succession Planning for Your Chapter Board

      And MUCH MORE… available online at www.shrm.org/vlrc

Volunteer Position – VP Membership

Responsible To: Chapter President, Chapter Members, State Council Membership and At-Large Director
Direct Reports: Volunteers of Member Services
Term: 1 Year

Function

Manage the membership function to successfully achieve an increase in chapter membership. Guide the activities of the following committees: volunteers, membership, membership directory, awards, and hospitality.

Responsibilities:

- Direct and support the activities of chairs and members of the volunteers committee, membership committee, membership directory committee, awards committee, and hospitality committee.
- Coordinate their activities to support the chapter's mission. Recruit members to serve on these committees.
- Compile applicants' employment data and membership committee's recommendation for status; present to the board of directors at each month's meeting.
- Respond to requests for information about membership through telephone calls, personal contacts, and correspondence.
- Work with the CMP staff to:
    - Notify each applicant in writing of membership status; contact applicants from whom more information is needed to evaluate application.
    - Assist the membership directory chair for the printing of the annual membership directory and addendums for distribution.
    - Maintain supplies of membership materials: applications, informational brochures, etc.
    - Obtain quarterly lists of at-large members (SHRM members who are not members of any chapter) in your area through the online request form. Source those lists to invite at-large members to your chapter events.
- Carry out ad hoc assignments of president (e.g., membership promotion, recommendation of membership criteria changes, etc.)
- Plan prospective member events.
- Act as a liaison between the board of directors and the committee chairs.
- Participate in the SHRM Membership Core Leadership Area conference calls and webcasts.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Develop a “2nd” to take the lead on certain projects and prepare to take the VP role in the future.
- Orient incoming VP and/or other volunteers as needed.
- Complete other assignments as requested by the president or the board of directors.

Requirements:

- Must be passionate about building SDSHRM for the future.
- Must possess the highest level of personal integrity.
- Must have a clear understanding of SDSHRM’s mission, vision, strategy, goals, and structure.
- Must be a SDSHRM and SHRM member in good standing.
- Ability to effectively represent SDSHRM to the community at large.
- Ability to set strategic direction, goals and objectives.
- Effective communication skills (oral, written and presentation).
- Ability to identify creative solutions within limited resources.
- Ability to attract, coach, develop and mentor volunteers.
- Ability to create, monitor and stay within budgets.
- Must attend 50% of SDSHRM events and 80% of Board meetings.

Time Commitment (in addition to Board and Monthly meetings):

- Approximately 8 hours a month

Resources Available:

- SHRM supplies the following resources for Chapter Membership/At-Large Directors
    - At-Large Initiative
    - Auditing Your Chapter Roster
    - Chapter Best Practices
    - Chapter Position Descriptions

- Chapter Position Descriptions
- SHRM Guide to Chapter Financial Management
- SHRM-Approved Graphics for Chapters
- SHRM Graphics Standards Manual for Affiliates
- SHRM Leaders Guide
- SHRM Strategic Planning Toolkit
- Guide to Hosting an SHRM Speaker
- SHRM Speakers Bureau
- SHRM Chapter Speaker Program
- And MUCH MORE…available online at www.shrm.org/vlrc

Volunteer Position – Secretary

Responsible To: Chapter President, Members of the Chapter **Term:** 1 Year **Direct Reports:** Assigned as needed

Function

Take minutes of chapter meetings, provide notice of meetings and general correspondence. Maintain chapter records and history. Provide logistical and clerical assistance to the President for monthly board meetings.

Responsibilities:

- At the request of the president, the secretary will partner with SDSHRM CMP to issue notice of board of directors.
- meetings. At the request of the president, the secretary/business manager may be required to provide copies.
- of the agenda for meetings.
- Prior to meetings, request board updates from board of directors for monthly board meetings.
- king.
- Partner with our CMP to ensure compliance with the following records and administrative duties:
    - The original chapter bylaws and dated copies of each amendment of those bylaws.
    - A list of current officers, committee members, and general membership
    - Copies of all chapter publications
    - Approved and signed minutes of all board of directors' meetings
    - Chapter Charter
    - Legal documents such as IRS Letters of Determination, Articles of Incorporation
    - Keep an up-to-date roster of names, addresses and telephone numbers of all board members.
    - Purchases board member name badges, business cards and other required materials.
    - Maintain a record of attendance for all board of directors' meetings and regular chapter meetings. Prepare the minutes of all the board of directors' meetings. Distribute minutes within two weeks of meetings to board members.
    - Responsible for meeting registration process at regular monthly meetings to include preparing name badges, checking members in, and assisting the Treasurer in collection unpaid meeting dues.
- Maintains bylaws of chapter and drafts updates as necessary for chapter voting.
- Attend and participate in all monthly chapter and board of directors' meetings.
- Participate in the development & implementation of short and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Upon completion of the position's term, assist the incoming Secretary to assure a smooth transition of responsibilities and continuity of knowledge and resources.
- Work with the Board on succession planning and strategies
- Develop a "2nd" to take the lead on certain projects and prepare to take the Secretary role in the future.
- Orient incoming Secretary and/or other volunteers as needed.

Requirements:

- Must be passionate about building SDSHRM for the future.
- Must possess the highest level of personal integrity.
- Must have a clear understanding of SDSHRM's mission, vision, strategy, goals, and structure.
- Must have a general familiarity with our membership base.
- Must be a SDSHRM and SHRM member in good standing.
- Ability to effectively represent SDSHRM to the community at large.
- Ability to set strategic direction, goals, and objectives.
- Effective communication skills (oral, written and presentation).
- Ability to identify creative solutions within limited resources.
- Must attend 50% of SDSHRM events and 80% of Board meetings.

Time Commitment (in addition to Board and Monthly meetings):

- Approximately 4 hours a month

Resources Available:

- SHRM supplies the following resources for Chapter Secretaries
    - SHRM Affiliate Plan for Excellence (SHAPE)
    - Chapter Best Practices

- Guide to Maintaining Your Chapter's History
- Secretary's Guide to Taking Minutes
- SHRM Leaders Guide
- And MUCH MORE…available online at www.shrm.org/vlrc

Volunteer Position – VP of Education

Responsible To: Chapter President, Chapter Members, State Council Certification Director
Direct Reports: Volunteers of Education
Term: 1 Year

Function

Manage the chapter's SHRM certification program. Increase the number of chapter members who are certified as SHRM-CP or SHRM-SCP and special SHRM credentials by the SHRM Certification Commission. Encourage members to become certified and recertified.

Responsibilities:

- Coordinate with the lead instructor and/or lead, plan, and arrange for speakers and materials at the SHRM certification study group meetings.
- Make announcements about benefits of SHRM certification and/or provide newsletter copy or web site text on benefits.
- Provide information about the chapter's SHRM certification study group at membership meetings, on chapter website, chapter social media sites, and in the chapter newsletter (if applicable).
- If there is no chapter study group, provide information to members about alternative study methods.
- Recognize at meetings those who became SHRM certified through the pathway process or pass the test.
- Forward a list of known SHRM certified members to the chapter VP of Membership and VP of Communications for publication and recognition.
- Provide information about recertification Professional Development Credits (PDCs) to members including online tracking program.
- Provide information about any changes in recertification requirements.
- Work with the chapter program chair to secure and maintain the SHRM Certification Preferred Provider status for applicable chapter programs.
- Maintain communication with the state council certification director and SHRM staff as needed.
- Participate in SHRM Certification Core Leadership Area teleconferences/webcasts.
- Develop a "2nd" to take the lead on certain projects and prepare to take the VP role in the future.
- Orient incoming VP and/or other volunteers as needed.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resource community.

Requirements:

- Must be a SDSHRM & SHRM Professional member in good standing.
- Must have a clear understanding of SDSHRM's mission, vision, strategy, goals, and structure.
- Must be certified as a SHRM-CP or SHRM-SCP.
- Must have a general familiarity with our membership base.
- Ability to effectively represent SDSHRM to the community at large.
- Ability to set strategic direction, goals and objectives.
- Effective communication skills (oral, written and presentation)
- Ability to identify creative solutions within limited resources.
- Ability to attract, coach, develop and mentor volunteers.
- Ability to create, monitor and stay within budgets.
- Must attend 50% of SDSHRM events and 80% of Board meetings.

Time Commitment (in addition to Board and Monthly meetings):

- Approximately 5 hours a month

Resources Available:

- SHRM supplies the following resources for Chapter VP of Education
    - Chapter Position Descriptions
    - SHRM Leaders Guide
    - SHRM Strategic Planning Toolkit
    - SHRM supplies the following resources for chapter certification chairs on www.shrm.org/vlrc and/or www.shrmcertification.org
    - Recorded SHRM Certification webinars
    - SHRM Certification Toolkit
    - Certification Handbook

- Recertification Handbook
- Resources for Chapter Study Groups
- Preferred Provider Resources
- And MUCH MORE…available online at http://www.shrm.org/chapters/resources/chaphelp.asp

Volunteer Position – VP Programs

Responsible To: Chapter President, Chapter Members **Direct Reports:** Volunteers of Programs Committee **Term**: 1 Year

Function

Manage the activities of the program committee to provide monthly programs for the chapter membership aligned with our Membership Value Proposition resulting in satisfaction, retention, and increased involvement of our members.

Responsibilities:

- Chair meetings of the program committee to select topics and speakers for monthly program and/or satellite meetings in order to provide information on topics of broad interest to chapter members.
- Recruit members to serve on the program committee.
- Coordinate efforts with other members of the chapter board of directors to best serve the membership.
- Serve as resource to committee members in arranging monthly meetings.
- Work with CMP through administrative staff to:
    - Contact potential speakers and make arrangements for selected meetings. Write articles/descriptions for newsletters/emails/website, describing the programs.
    - Submit content for Professional Development Credits (PDCs) and ensure content is approved for a certification recognized by SHRM.
    - Review program evaluations for feedback to be used in planning future events.
    - Review final preparations for monthly chapter meetings to assure that meetings run smoothly; print and provide certification certificates at monthly meetings (if not printed, must distribute electronically to the appropriate parties).
    - Maintains Professional Development webpage or other related pages, to include upcoming HR-related seminars.
- Serve as the liaison between the chapter and meeting/event venue by reserving facilities for monthly chapter meetings and special events, ensure A/V equipment is prepared for the meeting (i.e., screen, microphone, overhead projector), and submitting meeting headcount, dietary restrictions and presentations (business update and speaker) to venue prior to meeting.
- Provide information regarding programs to appropriate board directors.
- Serve as liaison between the members of the program committee.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend and participate in all monthly chapter and board of directors' meetings.
- Develop a "2nd" to take the lead on certain projects and prepare to take the VP role in the future.
- Orient incoming VP and/or other volunteers as needed.

Requirements:

- Must be passionate about building SDSHRM for the future.
- Must possess the highest level of personal integrity.
- Must have a clear understanding of SDSHRM's mission, vision, strategy, goals, and structure.
- Must be a SDSHRM and SHRM member in good standing.
- Ability to effectively represent SDSHRM to the community at large.
- Ability to set strategic direction, goals and objectives.
- Effective communication skills (oral, written and presentation).
- Ability to identify creative solutions within limited resources.
- Ability to attract, coach, develop and mentor volunteers.
- Ability to create, monitor and stay within budgets.
- Must attend 50% of SDSHRM events and 80% of Board meetings.

Time Commitment (in addition to Board and Monthly meetings):

- Approximately 8 hours a month

Resources Available:

- SHRM supplies the following resources for Chapter Programs
    - Chapter Position Descriptions
    - Guide to Hosting a SHRM Speaker
    - SHRM Speakers Bureau
    - SHRM Chapter Speaker Program

Volunteer Position – VP of Workforce Readiness

Responsible To: Chapter President, Chapter Members, State Council Workforce Readiness Director
Direct Reports: Volunteers of Workforce Readiness
Term: 1 Year

Function

Monitors and evaluates on a continuing basis local activities concerning workforce readiness issues and plans and encourages chapter involvement and activities impacting the workforce readiness arena. Works in cooperation with state-level workforce readiness advocates.

Responsibilities:

- Serve as advocate and program coordinator for workforce readiness chapter activities.
- Partner with local schools to share information. Contact local workforce readiness coordinators within the schools to discuss initiatives.
- Identify and evaluate issues that impact workforce readiness and develop goals for chapter workforce readiness strategy.
- Report on workforce readiness issues to chapter members and serve as advocate at chapter activities for education programs.
- Serve as a resource for chapter members on workforce readiness issues and provide leadership to the chapter on education issues.
- Monitor local activities concerning workforce readiness and provide timely information on education issues to the chapter president and state workforce readiness director.
- Work in close cooperation with state workforce readiness director.
- Develop and support workshops and seminars that address workforce readiness issues.
- Provide special recognition for chapter members and for local programs that promote betterment of the local workforce through educational process.
- Respond to any other requirements of the chapter president and state workforce readiness director.
- Participate in SHRM Workforce Readiness Core Leadership Area teleconferences/webcasts.
- Develop a "2nd" to take the lead on certain projects and prepare to take the VP role in the future.
- Orient incoming VP and/or other volunteers as needed.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the Human Resources community.

Requirements:

- Must be a SDSHRM & SHRM Professional member in good standing.
- Must have a clear understanding of SDSHRM's mission, vision, strategy, goals, and structure.
- Must have a general familiarity with our membership base.
- Ability to effectively represent SDSHRM to the community at large.
- Ability to set strategic direction, goals and objectives.
- Effective communication skills (oral, written and presentation)
- Ability to identify creative solutions within limited resources.
- Ability to attract, coach, develop and mentor volunteers.
- Ability to create, monitor and stay within budgets.
- Must attend 50% of SDSHRM events and 80% of Board meetings.

Time Commitment (in addition to Board and Monthly meetings):

- Approximately 5 hours a month

Resources Available:

- SHRM supplies the following resources for Chapter Workforce Readiness
    - Chapter Position Descriptions
    - SHRM Leaders Guide
    - SHRM Strategic Planning Toolkit
    - And MUCH MORE…available online at http://www.shrm.org/chapters/resources/chaphelp.asp
    - A Workforce Readiness Toolkit is available at http://www.shrm.org/wrc/htgichapter.asp

Volunteer Position – VP of Sponsorships

Responsible To: Chapter President, Board of Directors, Chapter Members
Direct Reports: Volunteers of Communications
Term: 1 Year

Function

Actively prospects businesses inside and outside of SDSHRM to develop sponsorships and other fundraising activities. Utilizes social media and local media as sources to promote and expand SDSHRM's brand awareness. Works to create partnerships and alliances with local organizations. Provides sales and marketing training to board members.

Responsibilities:

- Network inside and outside of SDSHRM to develop prospects for sponsorships of SDSHRM events, or other fundraising activities.
- Provide training to the Board and other SDSHRM members in prospecting, marketing, and other business development essentials.
- Partner with the CMP and other SDSHRM members to develop and present proposals to business prospects, providing follow-up and closing as appropriate.
- Work with volunteers to ensure social media presence.
- Work with CMP to promote events / workshops and community service to local media outlets.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Utilize chapter communications to keep membership appraised of fundraising activities, in particular with regards to sponsorships
- Recruit a team to support all business development efforts.
- Develop and monitor budgets.
- Attend Board and Chapter meetings as required.
- Develop a "2nd" to take the lead on certain projects and prepare to take the VP role in the future.
- Orient incoming VP and/or other volunteers as needed.

Requirements:

- Must be passionate about building SDSHRM for the future, cast the vision and inspire others to action.
- Must possess the highest level of personal integrity.
- Must have a clear understanding of SDSHRM's mission, vision, strategy, goals, and structure.
- Must have a general familiarity with our membership base.
- Ability to effectively represent SDSHRM to the community at large.
- Must be a SDSHRM & SHRM member in good standing.
- Ability to set strategic direction, goals and objectives.
- Effective communication skills (oral, written and presentation)
- Ability to identify creative solutions within limited resources.
- Ability to attract, coach, develop and mentor volunteers.
- Ability to create, monitor and stay within budgets.
- Preferred, a background in outside sales, including skills in cold-calling, proposal development and presentation.
- Knowledge of business development practices
- Must attend 50% of SDSHRM events and 80% of Board meetings.

Time Commitment (in addition to Board and Monthly meetings):

- Approximately 10 hours a month

Resources Available:

- SHRM supplies the following resources for Chapter Membership/At-Large Directors
    - Chapter Strategic Plan
    - SHRM Leaders Guide
    - SHRM Strategic Planning Toolkit

      And MUCH MORE… available online at www.shrm.org/vlrc