

JOB DESCRIPTION

Position title:	Emerging Professionals Chair	Effective:	8/1/2018
Reports to:	President	Status:	Volunteer
Level:	Board Member, Chapter	Term:	N/A

Position Summary

Manage the emerging professional chapter recruitment and retention efforts. Works with student programs in an outreach effort to transition students to chapter membership. Responsible for the coordination of EP events and efforts within the chapter.

Responsible To:

- The members of the chapter
- The chapter president
- State Council College Relations Director

Position Responsibilities

- Develop and recommend young professional initiatives promoting the acquisition, engagement and retention of EPs to chapter board.
- Coordinate emerging professional events and activities.
- Work with College Relations Director to encourage SHRM student members to join the chapter after graduation.
- Work with Membership Director to identify new chapter members who may be new to the HR profession.
- Provide presentations to the SHRM Student Chapter regarding chapter membership and activities.
- Coordinate emerging professional and SHRM student connections.
- Responsible for the Chapter Mentorship program. Review mentorship applications and matches mentors and mentees. Evaluate program and makes recommendations.
- Bring emerging professionals together with other chapter members.
- Develop training and succession planning for emerging professionals to take leadership roles within the chapter.
- Coordinate emerging professional community service projects to be supported by the chapter.
- Act as a liaison between the board of directors and the committee.
- Performs other related projects as agreed upon.

- 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.
- Attend all monthly membership and board of directors' meetings.
- Upon completion of the position's term, assist the incoming Emerging Professionals Chair to assure a smooth transition of responsibilities and continuity of knowledge and resources.

Requirements:

- Must be an SHRM member in good standing for entire term of office.
- Must be willing to attend SHRM functions and work in a consistent timely fashion.
- SHRM-CP or SHRM-SCP Certification preferred.

Resources Available:

- SHRM supplies the following resources for chapter Emerging Professional Chairs
 - Young Professional Chapter Toolkit
 - Chapter Mentorship Toolkit
 - Membership Toolkit
 - Chapter Position Descriptions
 - Fundamentals of Chapter Operations

And MUCH MORE...available online at the [SHRM's Volunteer Leader Resource Center](#).

Note: Check for new and updated resources that are continually being developed.