



JOB DESCRIPTION

Position title:	SHRM Foundation Director	Effective:	8/1/2018
Reports to:	President	Status:	Volunteer
Level:	Board Member, Chapter	Term:	2 years

Position Summary

Educate, promote, and represent the interests of the SHRM Foundation and its activities to the chapter membership.

Responsible To:

- The members of the chapter
- The chapter president
- State Council SHRM Foundation Director

Position Responsibilities

- Regularly present a SHRM Foundation report or update to the chapter president and fellow chapter members.
- Educate the chapter regarding the purpose and ongoing activities of the SHRM Foundation including the Foundation's newest education resources, the status of the annual campaign and upcoming deadlines and events.
- Develop fundraising initiatives throughout the year to support the SHRM Foundation.
- Coordinate and oversee the chapter fundraising programs to include such initiatives as 50/50 program, "Change for Change" initiative, networking events and Annual Conference Silent Auction.
- Encourage the chapter membership to contribute financially to the SHRM Foundation as a show of support for the human resources profession.
- Encourage the chapter membership to support an annual chapter contribution to the SHRM Foundation by the chapter.
- Complete appropriate chapter financial submission forms to SHRM a minimum of two times per year to ensure all fundraising contributions are reported to SHRM.
- Serve as liaison between members of the SHRM Foundation committee.
- Maintain communication with the state council SHRM Foundation director and SHRM staff as needed.
- Participate in the SHRM Foundation Core Leadership Area conference calls and webcasts.



- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Ensure the SHRM Foundation webpage is up to date with relevant content regarding SHRM Foundation and chapter fundraising initiatives.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors' meetings.
- Upon completion of the position's term, assist the incoming SHRM Foundation Director 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 SHRM Foundation Directors:
 - Fundamentals of Chapter Operations
 - Fundraising Ideas
 - Newsletter Inserts
 - Chapter Champions Program information
 - SHRM Foundation Contribution Form
 - SHRM Foundation Staff Contacts

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.