

SHRM Jacksonville Board Member Expectations Statement

Governance Expectations

1. Support the Chapter's mission, purposes, goals, policies, and programs, while knowing its strengths and needs.
2. Suggest possible nominees to the board who are men or women of achievement who can make significant contributions to the work of the board and the progress of the Chapter.
3. Serve actively on committees as requested by the President.
4. Provide input and feedback to the President on the performance of staff member(s).
5. Attend activities and events sponsored by the Chapter:
 - a. Attend a minimum 9 of 12 monthly Board meetings
 - b. Attend a minimum 9 of 12 monthly Membership meetings
 - c. Attend the SHRM Jacksonville Annual Conference
 - d. An effort to attend the HR Florida State Leadership Conference
6. Participate whenever appropriate in other SHRM Jacksonville events, including Webcasts/teleconferences and special events.
7. Prepare for and actively participate in all board and committee meetings, including appropriate chapter activities.
8. Be effective in all Board discussions and deliberations by being prepared and familiar with advanced required reading materials.
9. Ask timely and substantive questions at board and committee meetings consistent with personal conscience and convictions, while supporting the majority decision on issues decided by the board.
10. Maintain confidentiality of the board's executive sessions, and speak for the board or the Foundation only when authorized to do so.
11. Suggest agenda items periodically for board and committee meetings to ensure that significant policy-related matters are addressed.
12. Participate in board training recommended by the Executive Committee.

Fiduciary Expectations

1. Read the SHRM Financial Management Guide.
2. Exercise prudence with the board in the control and transfer of funds.
3. Faithfully read and understand the Chapter's financial statements and otherwise help the board fulfill its fiduciary responsibility.

Fundraising & Business Partnerships Expectations

1. Make a personally sacrificial annual gift to the SHRM Foundation according to personal means, but no less than the minimum amount established by the board for its members, and with the realization of the leadership role the board must pay in fund development.
2. Assist the Chapter by implementing fundraising strategies through personal influence with others.
3. Participate actively in all Chapter fundraising special events, programs, and activities.
4. Board members are to actively recruit a minimum of one (1) business partner per year for the monthly chapter meetings and two (2) business partners per year for the annual conference.

Community Involvement

1. Exhibit leadership and professional engagement in the Human Resource community.
2. Attend chapter-sponsored events and activities and encourage others to attend.
3. Be prepared to articulate chapter's mission, vision, values and case statements whenever opportunities to promote the Chapter arise.
4. Attend community events, introduce yourself as a board member of SHRM Jacksonville and promote the chapter, as appropriate.
5. Make connections for the chapter to the wider community.
6. Extend the Chapter's brand and story reach as an ambassador through social media by "liking" and asking your social network to like the Chapter's social media pages, like/re-tweet/sharing information from the Chapters social media pages and comment on the Chapter's social media posts.

Avoiding Conflicts

1. Serve the Chapter as a whole rather than any special interest group or constituency.
2. Avoid even the appearance of a conflict of interest that might embarrass the board or the Foundation, and disclose any possible conflicts to the board in a timely fashion.
3. Never accept (or offer) favors or gifts from (or to) anyone who does business with the Chapter.
4. Agree to step down from Board position if unable to fulfill these expectations.

What board members can expect from SHRM Jacksonville

1. An orientation to my role as a board member.
2. Access to the staff and volunteers of SHRM Jacksonville, as needed, to further the mission of the chapter.
3. Ample notice of all meetings.
4. Minutes of all board and committee meetings.
5. Relevant, written background information related to trends, programs and services, any decisions that need to be made, etc.
6. Regular financial reports (at least quarterly) that provide clear information about the chapter's financial condition.
7. Directors & Officers liability insurance coverage.
8. Surety bond for Treasurer and Bookkeeper positions.

I have read and understand what is expected of me as a member of the Board of Directors of SHRM Jacksonville for the board year beginning on **January 1, 2019** and ending on **December 31, 2019**.

Board member's signature

Date

Board member's name printed