

JOB DESCRIPTION

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

Position Summary

Provide leadership to the local chapter consistent with state, regional, and SHRM policy, strategies and objectives. Effectively operate the chapter so that the needs of the members are met. Perform other duties as required by the local chapter's bylaws. Serve as a voting member of the state council.

Responsible To:

- The members of the chapter
- The State Council Director

Position Responsibilities

- Conduct the business of the chapter in accordance with the chapter bylaws and serve as chairperson of the chapter's board of directors.
- 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.
- Chair all meetings of chapter officers and members.
- 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.
- Accumulate information all year about the chapter and compile it for the SHRM Affiliate Program for Excellence (SHAPE) Year-End Report submitted to SHRM by January 31 each year. Submission of the year-end report is required by SHRM and covers the previous calendar year.
- Prepares submissions for chapter Pinnacle Award nominations, if applicable.
- Participate in the annual SHRM Volunteer Leadership Summit.
- Participate in/Lead the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.

- 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.
- Transmit all necessary annual election information to the membership and advise SHRM through the use of the online Chapter Leader Information Form (CLIF).
- Communicate state, regional and/or SHRM's goals, policies, and programs to chapter members. Represent the state council to local chapter leaders and the membership.
- Lead the development and implementation of short-term 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 President 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 Presidents:
 - SHRM Affiliate Program for Excellence (SHAPE) Planning Workbook
 - Chapter Best Practices
 - SHRM Guide to Chapter Financial Management
 - SHRM-Approved Graphics
 - SHRM Graphics Standards Manual for Affiliates
 - Fundamentals of Chapter Operations
 - SHRM Strategic Planning Toolkit
 - Succession Planning for Your Chapter Board of Directors

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.