

GENERAL BOARD MEMBER RESPONSIBILITIES & BENEFITS OF BEING A VOLUNTEER

Thank you for your interest in becoming a Board member of your local SHRM chapter. Each Board position has a specific position description. However, here are some general requirements that should be considered before deciding to run for office.

- Be an active Board member. This includes attending chapter meetings and board meetings. It also includes being prepared for Board meetings, asking critical questions, and helping the Board come to agreement in making decisions that affect chapter membership.
- Know or build your knowledge about your chapter, SHRM, and its governing by-laws. Learn about SHRM and its role with your chapter. An SHRM Leadership Guide will be provided to all Board members to assist you with this.
- Stay informed of trends in the field of human resources and timely issues affecting your chapter.
- Abstain from activities that may appear to create a conflict of interest. Follow the SHRM Code of Ethics.
- Be willing to provide contacts and resources to help your chapter grow and develop as an organization.
- Maintain confidentiality, as appropriate, of chapter Board issues and membership data.
- Be a chapter member in good standing. SHRM membership is not required (except for chapter presidents), but is strongly encouraged.

Some benefits of becoming a chapter Board member include:

- The chance to make an impact and assist in the development of your chapter and the HR profession.
- An opportunity to be recognized as a leader in the field of human resources.
- Hours spent as a volunteer leader can be counted toward re-certification hours for HRCI.
- The opportunity to apply for an Area Foundation Scholarship. Each Area (6) will award up to \$2,500 to individuals who apply for a scholarship for either an academic (university education, classes, tuition, etc.) scholarship, or for a certification scholarship.
- An SHRM volunteer leader is eligible to take the certification exam under the Pay-if-You-Pass policy for a fee of \$50, if in one of the following chapter volunteer leadership roles:
 - Chapter Presidents
 - Chapter President-Elects
 - Chapter Certification Chair/Director
 - Faculty Advisors to Student Chapters

Please direct any questions concerning the Pay-If-You-Pass policy to HRCI at 1-800-283-7476.

- The chance to attend SHRM's Leadership Conference in November. Conference is FREE for Chapter President OR President-Elect. Other board members pay only \$150. Accommodations are FREE if you meet the requirements above.

If you have any questions regarding this information or you would like to get more information about a specific Board position, please contact your chapter President.

Thanks again for considering the donation of your time and effort to assist your chapter become the best that it can be. We congratulate you on your interest in and willingness to serve your chapter and your profession.

PRESIDENT

Position Summary:

Provide leadership to the local chapter consistent with state, area, and national Society 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

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.
- 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.
- 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 a current, active SHRM membership.
- Maintain communication with the State Council Director and the SHRM Area Manager.
- Communicate state, area and/or national goals, policies, and programs to chapter members. Represent the State Council to local chapter leaders and the membership.

Requirements:

- Must be an SHRM member in good standing elected by the chapter membership.

Resources Available:

- SHRM supplies the following resources for Chapter Presidents
 - Chapter Achievement Plan
 - Chapter Best Practices
 - Chapter Financial Support Program
 - 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
 - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>

<http://www.parliamentarians.org/parlipro.htm#Roberts>
<http://www.afge3d.org/rulesintro.html>

PAST PRESIDENT

Position Summary:

Advise the President and other officers and Board of Directors members regarding past practices, general operations, and other matters to assist in the smooth running of the organization.

Responsible To:

The chapter President
The chapter Board of Directors
The members 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 and Nominating Committees.
- As Chair of Bylaws Committee, review bylaws and recommend any needed changes to Board of Directors for a vote and chapter approval.
- As Chair of Nominating Committee, develop a slate of qualified candidates for open Board of Directors positions in accordance with the bylaws. Communicate the open positions to the membership for a vote.
- Accumulate information all year about the chapter and compile it for the Chapter Achievement Plan submitted to SHRM by January 31 each year. Submission of the Chapter Achievement Plan is required by SHRM and covers the year just passed. Submissions should be sent no later than January 31 to your Area Manager at SHRM.
- Prepares submissions for chapter Pinnacle Award nominations, if applicable.
- 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.
- Attend all monthly membership and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for Chapter Past-Presidents
 - Award Programs (Pinnacle, etc.)
 - Chapter Achievement Plan
 - Chapter Best Practices
 - Chapter Position Descriptions
 - SHRM Leaders Guide
 - SHRM Strategic Planning Toolkit
 - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>

PRESIDENT-ELECT

Position Summary:

Assist the President in overseeing all the activities of the chapter. In the absence of the President, perform all the Presidential responsibilities.

Responsible To:

The members of the chapter
The Chapter President

Responsibilities:

- Perform all special projects as assigned by the President.
- Upon request, assist all officers in performing their responsibilities.
- Attend (and preside over, if necessary) all monthly membership and Board of Directors meetings.
- 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.

Resources Available:

- SHRM supplies the following resources for Chapter Vice-Presidents or Presidents-Elect
 - Chapter Achievement Plan
 - Chapter Best Practices
 - Chapter Financial Support Program
 - Chapter Position Descriptions
 - Guide to Chapter Financial Management
 - Member Madness Program
 - SHRM-Approved Graphics
 - SHRM Leaders Guide
 - SHRM Strategic Planning Toolkit
 - And MUCH MORE...available online at
<http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>

SECRETARY

Position Summary:

Take minutes of chapter meetings and provide notice of meetings. Maintain chapter records and history.

Responsible To:

The members of the chapter
The Chapter President

Responsibilities:

- Upon the advice of the president, the secretary should issue notice of officer and Board of Directors' meetings. After consultation with the president, the secretary could prepare copies of the agenda for such meetings.
- Maintain a record of attendance and prepare the minutes of all officers' and directors' meetings and regular chapter meetings.
- Keep an up-to-date roster of names and addresses of all chapter members. *If addresses are changed, the secretary should notify SHRM headquarters.*
- Distribute to the membership all meeting announcements, newsletters, and other information. This information should also be sent to the district director, the state director, and your SHRM area manager.
- Transmit all necessary annual election information to the membership *and inform your SHRM Area Manager of the results.*
- Chair the telephone committee, organizing members to call other members, informing them about meetings, speakers, events, changes, etc.
- Maintain and update a chapter library (books and references).
- File all personnel information, job opportunity letters, and other pertinent information.
- Handle all correspondence in relation to SHRM membership applications and forward all applications to SHRM upon receipt.
- File in the Chapter Administration Guide or other permanent record:
 - Those original chapter bylaws and dated copies of each amendment to 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 and membership meetings.
- 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.
- Attend all monthly membership and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for Chapter Secretaries
 - Chapter Chatter Guidelines
 - Chapter Position Descriptions
 - Guide to Maintaining Your Chapter's History
 - Secretary's Guide to Taking Minutes
 - SHRM Leaders Guide

- And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>

TREASURER

Position Summary:

Act as financial officer and advisor to chapter Board of Directors. Checks the chapter mailbox at least weekly and distribute mail to the appropriate officer, director, or chair. Send dues notices and others invoices to members. File appropriate forms and information with IRS.

Responsible To:

The members of the chapter
The Chapter President

Responsibilities:

Financial Officer and Advisor

- The treasurer, as an elected officer of the chapter, is a responsible member of the chapter's Board of Directors and must take part in discussion and action on all business of the chapter. As financial advisor of the chapter, the treasurer must be in a position to assess the financial implications of proposed actions by the Board of Directors and inform the committee prior to final decisions being made. Also, the treasurer must observe the financial direction of the chapter, recognize possible financial problems, and bring such problems to the attention of the Board of Directors for action.
- The treasurer shall receive, hold, and safeguard in the capacity of trustee and financial agent, all funds for the chapter.
- The treasurer shall disburse such funds only for normal and usual uses unless the Chapter's Board of Directors shall otherwise direct.
- 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.
- Attend all monthly membership and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for Chapter Treasurers
 - Chapter Financial Support Program
 - Chapter Position Descriptions
 - Guide to Chapter Financial Management
 - SHRM Leaders Guide
 - Treasurer's Quick Guide
 - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>

LEGISLATIVE REPRESENTATIVE

Position Summary:

Serve as an appointed/elected member of the Chapter leadership. Monitor and evaluate on a continuing basis pending legislative, regulatory and legal action at the federal, state, and local level that may have an impact on the management of human resources. Present a legislative report or update to the Chapter President and fellow chapter members. Inform elected officials of SHRM's position on legislation affecting the human resources profession. Work in close cooperation with the State Public Affairs Director and the national headquarters staff in carrying out these tasks. It is advisable that the Chapter Legislative Representative serve a multiple-year term.

Responsible To:

The members of the chapter
The Chapter President
State Council Legislative Director

Responsibilities:

- Attend and participate in all scheduled chapter meetings.
- Provide a legislative affairs report to members at chapter meetings.
- Maintain contact with state legislators and Member of Congress.
- Monitor state and local government activities and provide timely information on public policy issues to the Chapter President, State Legislative Affairs Director, and the SHRM's Governmental Affairs Department.
- Initiate action in response to legislative alerts under SHRM's HRVoice program after coordination with the State Legislative Affairs Director or the SHRM's Governmental Affairs Department.
- Work in close cooperation with the State Legislative Affairs Director, Area Legislative Affairs Director and the SHRM's Governmental Affairs Department.
- Serve as a program speaker and advocate at chapter activities or other professional meetings.
- Develop and support workshops and seminars that address public affairs issues.
- Respond to any other requirements of the Chapter President and State Legislative Affairs Director.
- Inform chapter members about HRVoice programs and how to use the letter-writing feature on the SHRM web site.
- Promote within the chapter increased knowledge and activities for influencing legislation.
- Write regular legislative updates for chapter newsletter.
- 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.
- Attend all monthly membership and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for Chapter Legislative Representatives
 - Chapter Position Descriptions
 - Guide to Contacting Legislators
 - SHRM Leaders Guide

- And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>
- Legislative Resources are available from SHRM's Governmental Affairs Department online at <http://www.shrm.org/government/>
 - The Governmental Affairs Department also can provide you with a Chapter Legislative Leader Toolkit.
- View SHRM's position statements online at <http://www.shrm.org/government/policies/>
- SHRM's Legislative Action Committee
 - Committee contact information is available online at <http://www.shrm.org/committees/default.asp?page=leg.asp>

DIVERSITY DIRECTOR

Position Summary:

Serve as an appointed member of the Chapter Board of Directors. Monitor and evaluate on a continuing basis local activities concerning diversity issues. Spearhead the effort to diversify the Chapter's membership/leadership and to publicize successful diversity programs in the local community.

Responsible To:

The members of the chapter
The Chapter President
State Council Diversity Director

Responsibilities:

- Develop and/or distribute information and materials to chapter members to promote diversity in the workplace.
- Publicize to chapter members examples of successful diversity efforts being undertaken by chapter members in their particular workplaces.
- Identify minorities and other individuals with diverse backgrounds in the local area who might be interested in joining the chapter.
- Identify current chapter members with diverse backgrounds who might be interested in volunteer leadership opportunities.
- Be available for presentations if and when appropriate, or help to identify both diversity programs/speakers for conferences or chapter programs and speakers with diverse backgrounds for conferences or chapter programs.
- Network with other Diversity Directors from other chapters within the state.
- Coordinate efforts in developing diversity initiatives that can serve as models for other chapters.
- 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.
- Attend all monthly membership and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for Chapter Diversity Directors
 - Chapter Position Descriptions
 - SHRM Leaders Guide
 - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>
- SHRM Chapter Diversity Toolkit is available online at <http://www.shrm.org/diversity/members/toolkit/> where you can find:
 - Ten Strategies for Diversifying Your Chapter
 - Networking Guide
 - Chapter Programming Ideas
 - Diversity Resources
- SHRM's Workplace Diversity Committee
 - Committee contact information is available online at <http://www.shrm.org/committees/default.asp?page=leg.asp>

SCHOOL-TO-WORK ADVOCATE

Position Summary:

Serves as an appointed member of the chapter Board of Directors. Monitors and evaluates on a continuing basis local activities concerning school-to-work issues and plans and encourages chapter involvement and activities impacting the school-to-work arena. Presents a report or update to the chapter president and fellow chapter members. Works in cooperation with state and national level school-to-work advocates.

Responsible To:

The members of the chapter
The Chapter President
State Council School-to-Work Director

Responsibilities:

- Serve as advocate and program coordinator for school-to-work chapter activities.
- Partner with local schools to share information. Contact local school-to-work coordinators within the schools to discuss initiatives.
- Identify and evaluate school-to-work issues that impact workforce readiness and develop goals for chapter school-to-work strategy.
- Report on school-to-work issues to chapter members and serve as advocate at chapter activities for education programs.
- Serve as a resource for chapter members on school-to-work issues and provide leadership to the chapter on education issues.
- Monitor local activities concerning school-to-work and provide timely information on education issues to the chapter president and state school-to-work director.
- Work in close cooperation with state school-to-work director and the national school-to-work committee.
- Develop and support workshops and seminars that address school-to-work 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 school-to-work director.
- 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.
- Attend all monthly membership and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for Chapter School-to-Work Advocates
 - Chapter Position Descriptions
 - SHRM Leaders Guide
 - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>
- SHRM's School-to-Work Committee
 - Committee contact information is available online at <http://www.shrm.org/stw/>

SHRM FOUNDATION DIRECTOR

Position Summary:

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

Responsible To:

The members of the chapter
The Chapter President
State Council SHRM Foundation Director

Responsibilities:

- Educate the Chapter membership regarding the existence, purpose, and ongoing activities of the SHRM Foundation.
- 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 contribution to the SHRM Foundation by the Chapter.
- Advise and update the Chapter membership of the Foundation's activities and fund-raising needs.
- 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.
- Attend all monthly membership and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for Chapter Foundation Directors
 - Chapter Position Descriptions
 - SHRM Leaders Guide
 - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>
- SHRM Foundation Chapter Toolkit is available at <http://www.shrm.org/foundation/default.asp?page=volunteertoolkit.html>, where you can find:
 - Fundraising Ideas
 - Newsletter Inserts
 - Chapter Champions Program
 - Chapter Pledge Form
 - SHRM Foundation Video
 - SHRM Foundation Contacts

PROGRAM CHAIR

Position Summary:

Manage the activities of the Program Committee to provide monthly and satellite programs for the chapter membership.

Responsible To:

The members of the chapter
The Chapter President

Responsibilities:

- Chair meetings of the Program Committee to select topics and speakers for monthly program and satellite meetings in order to provide information on topics of broad interest to chapter members.
- Recruit members to serve on Program Committee.
- Coordinate efforts with other Chapter Board of Directors Members to best serve the membership.
- Serve as resource to committee members in arranging monthly meetings.
- Contact potential speakers and make arrangements for selected meetings. Write articles for newsletters describing the programs.
- Provide information regarding programs and services to the administrative office, newsletter editor, members, and others through presentations, written communications, and personal contact.
- Review final preparations for meetings to assure that meetings run smoothly.
- Review program evaluations for feedback to be used in planning future events.
- Serve as liaison between the members of the Program Committee.
- 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.
- Attend all monthly membership and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for Chapter Program Chairs
 - Chapter Best Practices (including program ideas)
 - Chapter Position Descriptions
 - Guide to Hosting an SHRM Speaker
 - SHRM Leaders Guide
 - SHRM Speakers Bureau
 - And MUCH MORE...available online at
<http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>

CONFERENCE CHAIR

Position Summary:

Manage the activities of the Conference Committee to provide conference programs for the chapter membership.

Responsible To:

The members of the chapter
The Chapter President

Responsibilities:

- Chair meetings of the Conference Committee to select topics and speakers for programs and to provide information on topics of broad interest to members.
- Recruit members to serve on Conference Committee.
- Select the site/location for the conference and meet with site personnel about services, etc.
- Negotiate contracts with site personnel, vendors, hotels, caterers, etc.
- Develop a timeline and budget for the conference.
- Coordinate efforts with state chapters and State Council to best serve the membership.
- Serve as resource to committee members in arranging monthly meetings.
- Contact potential speakers and make arrangements for selected meetings. Write articles for newsletters describing the programs.
- Provide information regarding programs and services to the administrative office, newsletter editor, members, and others through presentations, written communications, and personal contact.
- Promote the conference to chapter members, state council members, and at-large members as well as any other possible attendees. Obtain mailing lists from chambers of commerce, other associations, etc.
- Review final preparations to assure that conference runs smoothly.
- Review program evaluations for feedback to be used in planning future events.
- Serve as liaison between the members of the Conference Committee.

Resources Available:

- SHRM supplies the following resources for Conference Chairs
 - Chapter Best Practices (including program ideas)
 - Chapter Position Descriptions
 - Guide to Hosting an SHRM Speaker
 - Planning a Successful Conference
 - SHRM Leaders Guide
 - SHRM Speakers Bureau
 - And MUCH MORE...available online at
<http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>

PROFESSIONAL DEVELOPMENT CHAIR

Position Summary:

Manage the activities of the Professional Development Committee to provide seminars, workshops and other professional development opportunities for the chapter membership.

Responsible To:

The members of the chapter
The Chapter President
State Council Professional Development Director

Responsibilities:

- Chair meetings of the Professional Development Committee to select topics and speakers for periodic seminar and workshops to provide in-depth and timely professional development opportunities for members.
- Recruit members to serve on Professional Development Committee.
- Coordinate efforts with other Chapters and Board of Directors Members to best serve the membership.
- Serve as resource to committee members in arranging meetings.
- Contact potential speakers and make arrangements for selected meetings, including selecting sites and promoting the program.
- Provide information regarding workshops and services to the administrative office, newsletter editor, members and other, through presentations, written communications, and personal contact.
- Review final preparations for meetings to assure that programs run smoothly.
- Review program evaluations for feedback to be used in planning future events.
- Serve as liaison between the members of the Professional Development Committee.
- 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.
- Attend all monthly membership and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for Chapter Professional Development Chairs
 - Chapter Best Practices
 - Chapter Position Descriptions
 - Guide to Hosting an SHRM Speaker
 - SHRM Leaders Guide
 - SHRM Speakers Bureau
 - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>

CERTIFICATION CHAIR

Position Summary:

Increase the number of chapter members who are certified PHR/SPHR by the Human Resource Certification Institute. Encourage members to become certified.

Responsible To:

The members of the chapter
The Chapter President
State Council Certification Director

Responsibilities:

- Lead, plan, and arrange for speakers and materials at the certification study group meetings.
- Make announcements about benefits of certification and/or provide newsletter copy or web site text on benefits.
- Provide information about the chapter's certification study group at membership meetings and in the newsletter.
- If there is no chapter study group, provide information to members about alternative study methods.
- Make arrangements for the test to be given in the chapter city in May and December. If the test is not offered in the chapter city, make sure applicants have information about test location.
- Recognize at meetings those who pass the test.
- Forward a list of HRCI-certified members to the chapter Membership Roster Chair and Newsletter Chair for publication.
- Plan/facilitate the chapter's HRCI Item-Writing Workshop, if applicable.
- Provide information about recertification to members.
- Provide information about any changes in recertification requirements, changes in exam policies, changes in cost of exam, etc.
- Maintain communication with the State Council Certification Director and the Human Resource Certification Institute staff as needed.
- Attend all monthly membership meetings.
- 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.
- Attend all monthly membership and Board of Directors meetings.

Requirements:

Chapter Certification Director must be certified by HRCI.

Resources Available:

- SHRM supplies the following resources for Chapter Certification Chairs
 - Chapter Best Practices
 - Chapter Position Descriptions
 - SHRM Leaders Guide
 - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>
- Human Resource Certification Institute available online at <http://www.hrci.org/>

- HRCI offers an online toolkit to chapter certification directors at <http://www.hrci.org/chapters/>. This toolkit will help you promote certification to your members

COMMUNITY/EXTERNAL RELATIONS CHAIR

Position Summary:

Manage the chapter outreach efforts in the community.

Responsible To:

The members of the chapter
The Chapter President

Responsibilities:

- Recommend community service projects to be supported by the chapter.
- Make chapter members aware of community organizations that would be beneficial to HR professionals or businesses. Invite representatives of local community organizations to chapter meetings. Allow them a few minutes to discuss their programs if appropriate.
- Provide information to chapter members about local community organizations through flyers or brochures at meetings or via newsletter articles if appropriate.
- Maintain liaison with the local Chamber of Commerce, business organizations, business news writers, and other community groups.
- Serve as liaison between members of the Community Relations Committee.
- 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.
- Attend all monthly membership and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for Chapter Community Relations Directors
 - Chapter Best Practices
 - Chapter Position Descriptions
 - SHRM Leaders Guide
 - Working with the Media Guide
 - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>

COLLEGE RELATIONS CHAIR

Position Summary:

Manage the scholarship program, internship program, and college outreach efforts.

Responsible To:

The members of the chapter
The Chapter President
State Council College Relations Director

Responsibilities:

- Develop scholarship application evaluation criteria and design the appropriate materials.
- Promote the scholarship program and internship program to local colleges and universities.
- Evaluate applications and recommend recipients.
- Make recommendations on changes to scholarship program (i.e., scholarship amount, number of recipients).
- Oversee the internship program. Send out requests to local HR professionals/chapter members requesting internship postings. Forward openings to members of local student chapters or to faculty members.
- Communicate with local faculty/colleges to provide classroom visits to discuss HR topics, the Chapter, internships/scholarships, SHRM membership, etc. Act as mentor to college students seeking a career in HR.
- Recommend community service projects to be supported by the chapter.
- Serve as liaison between members of the College Relations Committee.
- 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.
- Attend all monthly membership and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for Chapter College Relations Chairs
 - Chapter Best Practices
 - Chapter Position Descriptions
 - SHRM Leaders Guide
 - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>
- SHRM's Student Programs Website is available at <http://www.shrm.org/students/>
- SHRM's College Relations Committee
 - Committee contact information is available online at <http://www.shrm.org/committees/default.asp?page=college.asp>

VICE PRESIDENT OF PROGRAMS AND SERVICES

Position Summary:

Manage the development and provision of programs, workshops, seminars, and other services provided by the chapter. Direct the activities of the Program Committee, the Professional Development Committee, and the Mentoring Committee.

Responsible To:

The members of the chapter
The Chapter President

Responsibilities:

- Direct and support the activities of Chairs and members of the Program Committee, the Professional Development Committee, and the Mentoring Committee. Coordinate their activities to support the chapter's mission. Recruit members to serve on these committees.
- Provide information regarding programs and services to members, potential members, and others, through presentation, written communications, and personal contact.
- Make arrangements with hotel for monthly meetings. Work with hotel staff to resolve issues.
- Keep abreast of developments in the human resources field in order to provide timely programs and services.
- Act as liaison between the Board of Directors and the committee chairs.
- Attend all monthly membership and Board of Directors meetings.
- Participate in the development and implementation of short-term and long-term strategic planning.
- Represent the chapter in the Human Resources community.
- Complete other assignments as requested by the President or the Board of Directors.

Resources Available:

- SHRM supplies the following resources for Chapter Vice-Presidents of Programs & Services
 - Chapter Best Practices
 - Chapter Position Descriptions
 - SHRM Leaders Guide
 - And MUCH MORE...available online at
<http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>

**VICE PRESIDENT OF MEMBERSHIP
OR
MEMBERSHIP & AT-LARGE DIRECTOR**

Position Summary:

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.

Responsible To:

The members of the chapter
The Chapter President
State Council Membership & At-Large Director

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.
- 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 annual printing of the membership directory for distribution in January.
- Maintain supplies of membership materials: applications, informational brochures, etc.
- Carry out ad hoc assignments of President (e.g., membership promotion, recommendation of membership criteria changes, etc.)
- Plan prospective member events.
- Obtain quarterly lists of At-Large members (national SHRM members who are not members of any chapter) in your area from your Area Manager at SHRM. Use those lists to invite At-Large members to your chapter events.
- Act as a liaison between the Board of Directors and the committee chairs.
- Attend monthly membership and Board of Directors meetings.
- Participate in the development and implementation of strategic short-term and long-term planning for the chapter.
- Represent the chapter in the Human Resources community.
- Complete other assignments as requested by the President or the Board of Directors.

Resources Available:

- SHRM supplies the following resources for Chapter Membership/At-Large Directors
 - At-Large Initiative
 - Chapter Best Practices
 - Chapter Position Descriptions
 - SHRM Leaders Guide

- And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>

MEMBERSHIP ROSTER CHAIR

Position Summary:

Manage the upkeep of the chapter's membership database to produce an annual membership roster or directory. Take photos of members at meetings to include in the directory.

Responsible To:

The members of the chapter
The Chapter President

Responsibilities:

- Obtain monthly lists of new members from the Membership Chair. Enter the new members into the chapter member database.
- Take photos of members at monthly chapter meetings or have members submit photos for publication in the directory.
- Put notice in each chapter newsletter that members should contact you to update any changes to their contact information.
- Check periodically with members whose email addresses no longer work to obtain their updated information.
- Publish the membership directory either on the chapter website or in print form.
- If in print form, sell ads as necessary to help cover the costs of printing.
- Arrange to have the directory printed and sent to the members.
- Attend monthly membership and Board of Directors meetings.
- Participate in the development and implementation of strategic short-term and long-term planning for the chapter.
- Represent the chapter in the Human Resources community.

Resources Available:

- SHRM supplies the following resources for Chapter Membership Roster Chairs
 - Chapter Best Practices
 - Chapter Position Descriptions
 - SHRM Leaders Guide
 - And MUCH MORE...available online at
<http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>

**VICE PRESIDENT OF MARKETING
OR
MARKETING/PUBLIC RELATIONS DIRECTOR**

Position Summary:

Oversee and manage the marketing and public relations activities of the chapter. Guide the activities of the following committees: Salary Survey, Newsletter, Job Bank, Community Relations, Research, and College Relations.

Responsible To:

The members of the chapter
The Chapter President

Responsibilities:

- Direct and support the activities of Chairs and members of the Salary Survey Committee, Newsletter Committee, Job Bank Committee, Community Relations Committee, and Research Committee, and College Relations Committee. Coordinate their activities to support the chapter's mission. Recruit members to serve on these committees.
- Direct all the marketing and public relations activities of the chapter.
- Work with the chapter Membership Director to increase membership in chapter.
- Communicate with local media sources to ensure community awareness of chapter activities and events. Work with Communications Director to write and submit short chapter-related or HR-related news items for local newspaper or business paper.
- Work with Membership Director to plan chapter and community events.
- Act as a liaison between the Board of Directors and the committee chairs.
- Attend all monthly membership and Board of Directors meetings.
- Participate in the development of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the Human Resources community.
- Complete other assignments as requested by the President or the Board of Directors.

Resources Available:

- SHRM supplies the following resources for Chapter Marketing/Public Relations Directors
 - Chapter Best Practices
 - Chapter Position Descriptions
 - SHRM Leaders Guide
 - And MUCH MORE...available online at
<http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>

COMMUNICATION DIRECTOR

Position Summary:

Provide timely and comprehensive information to chapter members about programs, workshops, and other matters of interest via chapter publications. Provide timely and comprehensive information and other matters of interest about the chapter to external resources. Create and maintain a favorable image of the chapter working for the professional development of its members by: (a) keeping membership informed of chapter projects, activities and upcoming meetings, and (b) disseminating relevant professional information viewed as beneficial to the members. Lead the Newsletter, Web Site, and Membership Roster committees.

Responsible To:

The members of the chapter
The Chapter President

Responsibilities:

- Support the editor of the chapter's monthly publication ensures that members receive timely, topical information.
- Provide support, direction, and leadership to committees.
- Recruit assistance from the membership and the Board for articles, survey questions, etc.
- Compile, edit, design, and lay out the final copy of the newsletter. Mail or e-mail newsletter out to the members. Establish a reporting network, plan issue, and write the final copy (or edit copy supplied by others) for each issue. Coordinate production of the newsletter and production schedule. Ensure that issues go out on time.
- Maintain web site for content and design.
- Maintain membership roster and distribute to members as appropriate.
- Provide monthly updates at the Board of Directors meetings.
- Attend all monthly membership and Board of Directors meetings.
- Participate in the development of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the Human Resources community.

Resources Available:

- SHRM supplies the following resources for Chapter Communication Directors
 - Chapter Best Practices
 - Chapter Chatter
 - Chapter Position Descriptions
 - Chapter Web Site Toolkit
 - How to Publish a Chapter Newsletter
 - SHRM-Approved Graphics for Chapters
 - SHRM Graphics Standards Guide
 - SHRM Leaders Guide
 - Working with the Media
 - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>

NEWSLETTER CHAIR

Position Summary:

Provide timely and comprehensive information to chapter members about programs, workshops, and other matters of interest via chapter newsletter.

Responsible To:

The members of the chapter
The Chapter President

Responsibilities:

- Recruit assistance from the membership and the Board for articles, survey questions, etc.
- Compile, edit, design, and lay out the final copy of the newsletter.
- Mail or e-mail newsletter out to the members.
- Establish a reporting network, plan issues, and write the final copy (or edit copy supplied by others) for each issue.
- Coordinate production of the newsletter and production schedule.
- Ensure that issues go out on time.
- Provide monthly updates at the Board of Directors meetings.
- Attend all monthly membership and Board of Directors meetings.
- Participate in the development of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the Human Resources community.

Resources Available:

- SHRM supplies the following resources for Chapter Newsletter Chairs
 - Chapter Best Practices
 - Chapter Position Descriptions
 - How to Publish a Chapter Newsletter
 - SHRM-Approved Graphics for Chapters
 - SHRM Graphics Standards Guide
 - SHRM Leaders Guide
 - Working with the Media
 - And MUCH MORE...available online at
<http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>

WEB MASTER

Position Summary:

Create and/or maintain chapter web site.

Responsible To:

The members of the chapter
The Chapter President

Responsibilities:

- Procure and maintain a third party web server and domain name registration.
- Develop and maintain web site and uploads site to web server.
- Edit web pages, post PDF files, create new links, post SHRM and chapter information as needed to keep web site current.
- Respond to member questions and problems regarding web site.
- Test and monitor web site to ensure stability and functionality.
- Communicate with chapter Board of Directors to make sure all information on the web site is current and accurate.
- Create, as needed, web-based response forms for surveys, etc.
- Attend all monthly membership and Board of Directors meetings.
- Participate in the development of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the Human Resources community.

Requirements:

- Must be literate in HTML, FTP, and web editing tools.

Resources Available:

- SHRM supplies the following resources for Chapter Web Masters
 - Chapter Best Practices
 - Chapter Position Descriptions
 - Chapter Web Site Toolkit
 - SHRM-Approved Graphics for Chapters
 - SHRM Graphics Standards Guide
 - SHRM Leaders Guide
 - And MUCH MORE...available online at
<http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>

EXHIBITOR CHAIR

Position Summary:

Identify and acquire sponsors for chapter meetings and events who are willing to assist the chapter financially in return for an opportunity to promote their product or service to members. Conduct benchmarking and networking activities necessary for creating a viable sponsor program.

Responsible To:

The members of the chapter
The Chapter President

Responsibilities:

- Network with other SHRM chapters and the Chamber of Commerce to obtain leads for potential sponsors.
- Identify other opportunities for networking with area businesses and organizations to obtain sponsor leads.
- Formulate and present standard proposals for sponsorship terms and conditions (based on benchmarks from other local chapters) to the chapter Board of Directors for pre-approval.
- Negotiate with potential sponsors regarding terms and conditions for chapter sponsorship arrangements.
- Communicate with the sponsors, in writing, chapter expectations and limitations applicable to solicitation of members.
- Form a committee, as needed, to assist in the logistics of sponsorship presentations at chapter events.
- Communicate with the Treasurer to assure that pledged sponsor financial consideration is received and deposited in chapter account prior to function.
- Communicate with the Program Chair to assure that sponsorship activities are coordinated with the event that they are sponsoring.
- Follow up with the sponsor, prior to the event, to assure that all expectations (on both sides) are met.
- Communicate with sponsors following the event to determine if they were pleased with response and to see if they would be interested in sponsoring future events.
- Attend all monthly membership and Board of Directors meetings.
- Participate in the development of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the Human Resources community.

Resources Available:

- SHRM supplies the following resources for Chapter Exhibitor Chairs
 - Chapter Best Practices
 - Chapter Position Descriptions
 - SHRM Leaders Guide
 - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>

HOSPITALITY DIRECTOR

Position Summary:

Welcome new members into the chapter and help coordinate the logistics of monthly membership meetings.

Responsible To:

The members of the chapter
The Chapter President

Responsibilities:

- Greet all guests at monthly membership meetings ensure each new member is personally welcomed by the board and introduced at membership meetings. This may include organizing a “buddy system.”
- Send out welcome packets to new members after they are voted into the chapter each month. Inform new members of orientation meetings.
- Work with Program Chair to reserve facilities for monthly membership meetings and ensure the speaker’s A/V equipment is prepared for the meeting (i.e., screen, microphone, overhead projector).
- Plan meals and refreshments within budget for all functions including membership meetings, seminars, social events, and ceremonies.
- Take member meeting reservations so members can be validated at the door.
- Ensure up to date directories and name badges are provided at monthly meetings and seminars in coordination with the Membership Roster Chair.
- Provide monthly updates to the chapter Secretary before the monthly Board meetings. Attend monthly board meetings when appropriate/possible.
- Coordinate activities at the member meeting registration table, greet members/guests as they arrive, and assure that all financial transactions are recorded appropriately.
- Communicate with the Treasurer to assure that the roster is marked for whom to bill for "no-show," and to assure that the Treasurer can understand the amounts paid at the registration table and what those monies should be applied to (dues, meeting fee, or other).
- Prepare name badges from the registration roster prior to the meeting.
- Deliver any payments made at the door to the Treasurer along with a copy of the registration roster.
- Coordinate the Hospitality Committee and assure that at least two committee members are at each meeting to check in members and guests.
- Attend all monthly membership and Board of Directors meetings.
- Participate in the development of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the Human Resources community.

Resources Available:

- SHRM supplies the following resources for Chapter Hospitality Directors
 - Chapter Best Practices
 - Chapter Position Descriptions
 - SHRM Leaders Guide
 - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>

INTERNATIONAL DIRECTOR

Position Summary:

Assist and promote the understanding of internationalization at the chapter level. Work closely with the State Council International Director (if applicable) and the SHRM Global Forum. Provide a forum for members to participate in meetings, workshops, and SHRM events of interest to the international and domestic HR communities.

Responsible To:

The members of the chapter
The Chapter President
The State Council International Director (if applicable)

Responsibilities:

- Develop and schedule programs of interest on international topics.
- Submit relevant articles for chapter newsletter.
- Make chapter members aware of the SHRM Global Forum and SHRM international programs.
- Serve as liaison between members of the International Committee.
- Attend all monthly membership meetings.
- 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.
- Should maintain active membership in the SHRM Global Forum.

Resources Available:

- SHRM supplies the following resources for Chapter International Directors
 - Chapter Best Practices
 - Chapter Position Descriptions
 - SHRM Global Forum (<http://www.shrmglobal.org/>)
 - SHRM Leaders Guide
 - Working with the Media Guide
 - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>