

President

Function

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

Chapter membership
State council president

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 directors, chairpersons, and committees to ensure the accomplishment of chapter goals, objectives, and strategies.
- Monitor the use, accounting, and handling of chapter funds.
- Chair all meetings of chapter membership and board of directors.
- 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 31st each year. Submission of the year-end report is required by SHRM and covers the previous calendar year.
- Develop a list 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. Swear in new board members.
- Transmit election and board of director updates to SHRM through the use of the online Chapter Leader Information Form (CLIF).
- Oversee and update all award submissions to the state council and SHRM each year (i.e., Best Practices award, Excel award, Pinnacle award, etc.).
- Lead the development and implementation of short-term and long-term strategic planning for the chapter.
- Maintain communication with the district director and participate in district events such as quarterly calls.
- Attend state council meetings and actively participate in state council matters. Provide information to the state council as an elected representative of the Chapter. Appoint proxy to attend state council meetings when unable to attend.
- Attend and participate in state council quarterly best practices calls.

- Maintain communication with the state council director and SHRM Regional Team.
- Communicate state, regional and SHRM's goals, policies, and programs to chapter members.
- Represent the state council to local chapter leaders and membership.
- Promote chapter sponsorship and partnerships in the business community.
- Participate in SHRM Core Leadership Area (CLA) conference calls and webinars as applicable.
- Follow the SHRM Code of Ethics.
- Represent the chapter in the Human Resource community.
- Perform other duties and projects as needed.

Requirements

Must be a SHRM national and chapter member in good standing.