



CHAPTER PRESIDENT (SHRM LIASON)

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

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 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. Prepare agendas and distribute in advance of the meetings.
- Participate in/Lead the development and implementation of short-term and long-term strategic planning for the chapter.
- Conduct orientation to responsibilities with all new Board members.
- Network and liaison with other SHRM chapters, the Chamber of Commerce, and other area businesses and organizations to increase Chapter awareness.
- Oversee and recommend community service and outreach efforts to be supported by the chapter.
- Invite representatives of local community organizations (beneficial to HR professionals or businesses) to Chapter meetings to encourage support and awareness of those organizations. Allow them a few minutes to discuss their programs if appropriate.
- Participate in state council meetings and actively take part 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.
- 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.

General Board Responsibilities:

- 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.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors meetings.

Requirements:

- Must be an SHRM member in good standing for entire term of office.

Resources Available:

- *SHRM supplies the following resources for chapter presidents*
 - *SHRM Affiliate Program for Excellence (SHAPE) Planning Workbook*
 - *Chapter Best Practices*

- *Working with the Media Guide*
- *SHRM Guide to Chapter Financial Management*
- *SHRM-Approved Graphics and 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 www.shrm.org/vlrc