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# General Board Member Responsibilities & Benefits Of Being A Volunteer

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Thank you for your interest in becoming involved in your local SHRM chapter – HR Tampa # 0074. Each Board position has a specific position description. However, here are some general requirements that should be considered before deciding to run for office.

## General requirements you should consider:

- Be available to dedicate at least 10 – 20 hours per month for the chapter.
- Being an active Board member. This includes attending at least 75% (9 of 12) of the board meetings. This also includes being prepared for Board meetings, asking critical questions, and helping the Board come to agreement in making decisions that affect chapter membership. The Board of Directors (BOD) meetings are generally held the 2<sup>nd</sup> Wednesday evening of each month from 5pm-7pm in the Westshore Business District.
- Being an active Chapter member this includes attending at least 75% (9 of 12) of the chapter meetings. The Regular Chapter Programs are generally held the 3<sup>rd</sup> Wednesday alternating morning (7am-10am) or dinner (5pm-8pm) meetings in the Westshore Business District.
- Know or build your knowledge about your chapter, SHRM, and its governing bylaws. 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 and having an active National SHRM membership is required.

## 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 in your community.
- Hours spent as a volunteer leader can be counted toward re-certification hours for PHR, SPHR, or GPHR status.
- The January SHRM - Florida State Leadership Conference fees paid by Chapter.
- An HR Tampa Board of Director shirt and name tag.
- The HR Florida State Conference registration fee may be paid - based on Chapter finances and meeting your position responsibility requirements.
- The opportunity to apply for an SHRM Foundation Scholarship. Each Region 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.

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.**