Position: President
Responsible To: Board of Directors and Chapter Members
Direct Reports: All Board Members, Executive Director

FUNCTION
Chief Executive Office of the association. Provide leadership to the chapter consistent with state, area and national Society policy, strategies and objectives. Responsible for operating the chapter effectively to meet the needs of its members. Perform other duties as required by the local chapter by-laws.

RESPONSIBILITIES
- Provide overall administrative and operational leadership for the chapter’s business activities
- Conduct the business in accordance with chapter bylaws and serve as Chairperson of the chapter’s Board of Directors
- Chair all meetings of chapter Board of Directors
- Preside at general membership meetings
- Ensure smooth, orderly and professional achievement of chapter objectives to fulfill its mission
- Attend State Council meetings as elected representative of the chapter; participate in Council matters as appropriate
- Represent the chapter at SHRM national headquarters and meetings of other professional associations
- Represent the chapter at the annual SHRM conference
- Communicate area, state and/or national goals, policies, and programs to chapter membership
- Write monthly newsletter article “President’s Message”
- Contract with Professional Administrator
- Compile and develop monthly reports
- Orient new board members
- Plan and facilitate board retreat(s)

REQUIREMENTS
- Must be a SAHRA member in good standing and maintain Professional or General membership
- Must have HRCI and/or SHRM certification
- Must be a SHRM member in good standing
- Preferred, previously served on the board in a Vice President capacity
- Must have a clear understanding of SAHRA’s mission, goals and structure and a general familiarity with our membership base.
- Effectively facilitate meetings
- Ability to effectively represent organization to the community at large
- Strong leadership skills and the ability to coach, develop, mentor and influence Board members
Job Description: President

- Ability to set strategic direction, goals and objectives
- Effective communication skills (oral, written and presentation)
- Ability to identify creative solutions within limited resources
- Ability to create, monitor and stay within budgets
- **Must attend 50% of SAHRA events and 80% of Board meetings**

**TIME COMMITMENT, in addition to Board and Monthly meetings:**
Approximately 10-12 hours a month.

**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
- And MUCH MORE...available online at [http://www.shrm.org/Communities/VolunteerResources/ResourcesforChapters/Pages/default.aspx](http://www.shrm.org/Communities/VolunteerResources/ResourcesforChapters/Pages/default.aspx)