



General Board Member Responsibilities & Benefits of Being a Volunteer

Thank you for your interest in becoming involved in 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 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 SHRM and chapter member in good standing.

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.

If you have any questions regarding this information or you would like to get more information about a specific Board position, please contact Christina James christinajames.hr@gmail.com

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.



2017 Board Positions

President: 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 bylaws. Serve as voting member of the state council. Chair the Executive Committee. *Attendance at state board meetings, state leadership conference and national leadership conference required*

President Elect: Perform all special projects as assigned by the President. Coordinate the networking lunch program, coordinate annual board elections and assist the President with succession planning. Serve on the Executive Committee. *Attendance at state leadership conference is required*

Past President: Act as advisor to chapter President regarding past practices and operations in accordance with chapter bylaws. Upon request assist chairs in performing their responsibilities. Serve as chair of the nominating committee and assist the President with scholarship program. Serve on the Executive Committee.

Chief Financial Officer: Act as financial officer and advisor to chapter board of directors. Maintains the chapter mailbox and distributes mail to the appropriate officer. Prepares monthly, annual financial reports and presents to the board for review and approval. Files appropriate forms with IRS and National SHRM. Serve on the Executive Committee. *Attendance at state leadership conference is required. Position responsibilities require previous accounting experience, knowledge of SHRM requirements and reference verifications*

Legislative Chair: 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. Serve on Executive Committee.

Membership Chair: Chair the membership committee and proactively work to increase and retain membership through professional communication, responding to requests for information about membership in a timely manner. Maintain supplies of membership materials; obtain quarterly lists of At-Large members (SHRM members who are not members of any chapter) in your area from your SHRM Regional Team. Use those lists to invite At-Large members to your chapter events. Prepare and present monthly membership reports to the board at board meetings. Coordinate registration at member events and provide support as needed to other chairs. *Attendance at State Leadership Conference Required*

College Relations Chair: Serve as liaison between SMAHRA and college student chapters. Oversee the college relations budget and make recommendations to the board on expenditures to promote student involvement in SMAHRA and SHRM activities. Coordinate the mentor program in conjunction with local colleges. Promote SMAHRA and SHRM membership to student chapters.

Diversity Chair: 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.

Workforce Readiness Chair: Monitors and evaluates on a continuing basis local activities concerning workforce readiness issues and plans and encourages chapter involvement and activities impacting the workforce readiness arena. Works in cooperation with state-level workforce readiness advocates.

Secretary: Take and distribute in a timely manner minutes of chapter meetings, provide notice of meetings and general correspondence. Coordinate all membership surveys and prepare report of feedback to board in timely manner. Assist President with any special projects as needed.

Website Coordinator: Create and/or maintain chapter website and coordinate with applicable vendors for website management. Train board members as needed on website use.

Communications / Marketing Chair: Oversee and manage the marketing and public relations activities of the chapter. Creating flyers for programs and events. Social media posts and advertising items. *Working knowledge of social media needed for this position*

Program Chair: Manage the activities of the program committee to provide monthly programs for the chapter. Contact potential speakers and make arrangements for programs and meetings. Report to board on programming calendar; work with Marketing Chair on coordinating events and sponsorship needs.

Professional Development Chair: Manage the chapter's certification study program. Encourage members to become certified and recertified. Increase the number of chapter members who are certified PHR/SPHR/GPHR by the HR Certification Institute. Work with SHRM on new certification offered by SHRM. Work with Programming Chair on CE credits for programs and apply for credits for all programs through HRCI and SHRM. *Attendance at State Leadership Conference is required*

Hospitality Chair: Member of Programming Committee. Coordinate all logistics of monthly membership meetings, plan meals and refreshments within budget for all functions including membership meetings, seminars, social events and conferences. Work with Marketing Chair on sponsorship needs.

Sponsorship Chair: Oversee and drive the sponsorship efforts for programs and events. Coordinate with Program Chair on programs and events.

Not ready for a Board position yet? Join one of our committees!

Scholarship Committee

Workforce Readiness Committee

Programming Committee

Diversity Committee

Membership Committee