

PRESIDENT

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 Board of Directors and Chapter
The State Council Director

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.
- Issue notice of officer and Board of Directors' meetings. Prepare copies of the agenda for such meetings.
- Monitor the use, accounting, and handling of the Chapter funds. Oversee annual audit of finances.
- Chair all meetings of Chapter officers and members.
- Participate in the development and implementation of short-term and long-term strategy planning for the Chapter.
- Write and submit monthly President's Message article for the newsletter.
- Review & edit Chapter newsletters for final approval.
- Ensure newsletter is completed and that issues go out on time.
- Ensure that web page is updated and properly maintained.
- Represent the Chapter in the Human Resources community.
- Attend State Council meetings and actively participate 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 a current, active SHRM membership.
- 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.
- Transmit all necessary annual election information to the membership *and inform your SHRM Regional Team of the results.*
- Review and apply for Chapter awards, nominate members for awards, etc. from SHRM, SHRM Foundation, and NHRMA.
- Responsible for all board positions – act as back-up resource to perform or delegate responsibilities as needed.

Requirements:

Must be a SHRM member in good standing elected by the Chapter membership.

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
 - Succession Planning for Your Chapter Board of Directors
 - And MUCH MORE...available online at
 - <http://www.shrm.org/Chapters/resources/chaphelp.asp>
 - <http://www.parliamentarians.org/parlipro.htm#Roberts>
 - <http://www.afge3d.org/rulesintro.html>