

SHRM FOUNDATION DIRECTOR

Position Summary:

Educate, promote, and represent the interests of the SHRM Foundation and its activities to the Chapter. Chair fundraising activities and complete applicable forms for donation and awards. Provide or write regular articles for Chapter newsletter.

Responsible To:

The members of the Board of Directors and Chapter
The Chapter President
State Council SHRM Foundation Director

Responsibilities:

- Periodically educate the Chapter membership regarding the existence, purpose, and ongoing activities of the SHRM Foundation using SHRM resources available.
- Encourage and periodically remind the Chapter membership to contribute financially to the SHRM Foundation as a show of support for the human resources profession.
- Encourage the Chapter membership to support an annual contribution to the SHRM Foundation by the Chapter.
- Provide or write regular articles for Chapter newsletter.
- Make suggestion for amount of donation to Board of Directors to annually increase donation for CAP points and SHRM Foundation Chapter champion award and recognition.
- Chair committee to coordinate Silent Auction or other fundraising efforts to support an annual contribution to the SHRM Foundation.
- Submit necessary paperwork for donations and awards.
- Send acknowledgements, donation receipts, and/or thank you letters to Silent Auction donors.
- Coordinate donation efforts to support an annual contribution to the NHRMA Silent Auction to benefit the SHRM Foundation.
- Seek opportunities to qualify for Chapter Champion Foundation Program and submit necessary paperwork/application.
- Advise and update the Chapter Board of Directors and membership of the Foundation's activities and fund-raising needs.
- Participate in the development and implementation of short-term and long-term strategy planning for the Chapter.
- 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.

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Resources Available:

- SHRM supplies the following resources for Chapter Foundation Directors
 - Chapter Position Descriptions
 - SHRM Leaders Guide
 - And MUCH MORE...available online at <http://www.shrm.org/Chapters/resources/chaphelp.asp>
- SHRM Foundation Chapter Toolkit is available at <http://www.shrm.org/foundation/volunteertoolkit.asp>, where you can find:
 - Fundraising Ideas
 - Newsletter Inserts
 - Chapter Champions Program
 - Chapter Pledge Form
 - SHRM Foundation Video
 - SHRM Foundation Contacts