



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. Serves as a voting member of the Board of Directors.

Responsible To:

The members of the 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.
- Monitor the use, accounting, and handling of the chapter funds.
- 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.
- 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.
- Accumulate information all year about the chapter and compile it for the Chapter Achievement Plan submitted to SHRM by January 31 each year. Submission of the Chapter Achievement Plan is required by SHRM and covers the year just passed. Submissions should be sent no later than January 31 to your SHRM Regional Team at SHRM.
- 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.
- Relay election results to the appropriate SHRM representatives at the State, Regional and National level.
- Serve as authorized signatory on chapter bank account.

Requirements:

Must be a National SHRM member in good standing elected by the chapter membership. Candidate must be a member in good standing with PAHRA. This position requires an average of approximately 8 hours per month of volunteer time which includes bi-monthly membership and Board meetings.

Term:

1 year term.

Signature

Date