

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 chapter
The state council director

Requirements:

Must be an SHRM member in good standing for entire term of office.

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 Board of Directors and Monthly Chapter meetings.
- In conjunction with the Association Management Company (AMC), accumulate information all year about the chapter and compile it for the SHRM Affiliate Program for Excellence (SHAPE) to be submitted to SHRM by January 31 each year. Submission of the SHAPE is required by SHRM and covers the year previous calendar year.
- In conjunction with the AMC, prepare submissions for chapter Pinnacle Award nominations, if applicable.
- Participate in the SHRM Core Leadership Area conference calls and webcasts, as applicable.
- Participate in/Lead the development and implementation of short-term and long-term strategic 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 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.

Resources Available:

- SHRM supplies the following resources for chapter presidents
 - SHRM Affiliate Program for Excellence (SHAPE)
 - Chapter Leader Resource Guide: Fundamentals of Chapter Operations
 - Chapter Best Practices
 - SHRM Guide to Chapter Financial Management
 - SHRM-Approved Graphics and SHRM Graphics Standards Manual for Affiliates
 - SHRM Strategic Planning Toolkit
 - Succession Planning for Your Chapter Board of Directors
 - www.shrm.org/vlrc