

SOUTHERN NEVADA SHRM
A SHRM Affiliate Chapter
ROLES, RESPONSIBILITIES &
BENEFITS OF BEING A
VOLUNTEER

SOUTHERN NEVADA SHRM

A SHRM Affiliate Chapter

RESPONSIBILITIES & BENEFITS OF BEING A VOLUNTEER

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DIRECTORS- All Board Members at Large

Welcome and thank you for your service! Please review the general requirements outline for all Board positions, *adapted from the SHRM VLRC.*

Note: Additional summary and responsibility outlines for each SPECIFIC POSITION OR ROLE are provided later in this guide. Please see the additional outline for your position as it is the addendum to the information provided below; for all Directors / Board Members at Large.

RESPONSIBLE to:

- Chapter Members
- Chapter Leadership
- State Council Director, *for any specific committees on which the Board member may serve.*

BENEFITS of becoming a Southern Nevada SHRM Board member include:

- The opportunity to **make an impact** and assist in the development of your chapter and the wider human resources 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** for various certification providers.

General Responsibilities:

- **Be Active** as a member of the Board. This includes attending chapter meetings / chapter events and Board of Directors meetings. Assist on various committees as needed.
 - Seek out information, from this guide and our website, present and past Chapter members, State Council and other local chapter committees, SHRM and the community at large, to make the most of your role on the Board.
 - Be collaborative, supportive and flexible. A willingness to contribute where there is a need within a given area(s) of the chapter is critical to the success of the chapter as a whole.
 - Be prepared for board meetings. Always review the previous minutes and the present agenda in advance.
 - Committee chairs, or their designated committee member should be prepared to submit a committee report to the Board: i.e. Re-state your committee's goals, discussions, milestone achievements and overall progress, particularly as it relates to SHAPE initiatives.
 - Ask critical questions and offer suggestions to assist the Board making decisions that affect chapter membership.

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- **Follow the Chapter's Code of Conduct** and the SHRM Code of Ethical and Professional Standards in Human Resource Management. Abstain from activities that may appear to create a conflict of interest.
- **Be a chapter member in good standing.** SHRM membership is required for all Board members according to the bylaws.
- **Represent the chapter** in the greater human resources community. Professional, courteous, friendly and with an attitude of service to others.
- **Serve as an appointed member** of the chapter Board of Directors.
 - **Standing for an officer's** position requires a minimum of one year as a Board member, prior to a term as an officer.
- **Provide contacts and resources** to help your chapter grow and develop as an organization. Ensure that the contact's information is always provided to the Secretary or Chapter Administrator to be maintained within the Chapter's Master Contact Databases.
- **Maintain confidentiality**, as appropriate, of chapter Board issues and membership data.
- **Participate in the development and implementation** of short-term and long-term strategic planning for the chapter.
- **Recruit and assemble a committee from fellow members of the chapter.** Committee work is the backbone of the Chapter's success and the work done on committees proves invaluable to the succession planning and future growth of the Chapter.
- **Serve as liaison** between the members of any committee that you chair, the Board and the membership.
- **Develop relationships**, in order to showcase your committees' work, bolster your committees' members and spread the volunteer workload. This helps develop solid succession planning to secure the future of our chapter.
- **Develop and propose an annual budget to the Board**, to accommodate the needs of your committee for the year (if applicable in your area. Consult the Treasurer for guidance as needed).
- **Provide a monthly synopsis** of your committee's current initiatives and provide any other committee related content, suitable for distribution in chapter's member communication outlets.
- **Maintain your committee's events on the chapter's annual Summary of Programming and Events**, include attendance and feedback which provides critical information to chapter leaders in order to complete the Chapter SHRM Affiliate Program for Excellence (SHAPE) Year-End Report.
- **Attendance at meetings** is a requirement for Board membership. Board members who miss three scheduled Board meetings may be asked by the Executive Board to step down.
- **Build your knowledge about SHRM and our affiliate chapter.** Learn more about SHRM and its role with our chapter.
- **Stay informed** of trends in the field of human resources and timely issues affecting the chapter's members.
- **Utilize the Volunteer Leaders' Resource Center:** SHRM.org/VLRC. The SHRM Volunteer Leaders Guide is available online in the Volunteer Leaders' Resource Center (VLRC) to assist you.
 - The VLRC is a wealth of information to help **board members and committees to develop their goals** and offers ideas and materials to help reach them!
- **Coordinate with, respond to and complete other assignments as requested** by the president, Board of Directors or State Council directors.

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SHRM Resources Are Readily Available:

SHRM supplies many resources for chapter members and leadership, below are some examples that you are encouraged to utilize in making the most of your position. **In addition, please reach out to the State Council and other area chapter chairpersons, for input suggestions and ideas to help you succeed in your role.** Check the www.shrm.org or www.shrm.org/vlrc for more on committee specific resources like these;

- www.shrm.org
- www.shrm.org/vlrc
- www.advocacy.shrm.org
- “Tool Kits” prepared templates, ideas and resource materials to assist each Chairperson in leading their specific committee in goals, planning, milestones and action!
- SHRM Affiliate Program for Excellence (SHAPE)
- Chapter Leader Resource Guide: Fundamentals of Chapter Operations
- Chapter Best Practices
- Guide to Hosting an SHRM Speaker
- SHRM Leaders Guide
- SHRM Speakers Bureau
- SHRM Chapter Speaker Program
- 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

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Executive Board & Chapter Administration

President

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. Coordinate and conduct the business of the chapter in accordance with the chapter bylaws and serve as chairperson of the chapter's Board of Directors. Serve as a voting member of the State Council.

Responsibilities:

- Chair all Board of Directors and monthly chapter meetings.
 - Preside over the activities of all officers and directors, as well as standing committees, to ensure the accomplishment of chapter goals, objectives and strategies.
 - Lead the development and implementation of the short-term and long-term strategic planning for the chapter.
- Monitor the use, accounting, and handling of the chapter funds.
- Ensure Board members have up-to-date resources and support to conduct their roles within the chapter.

Scheduling the Chapter's Calendar of Events

- Annual Calendar of Events with deadlines. Review all applicable deadlines and with the Board and ensure it is posted for Chapter reference.
 - Board Related Events for Board reference
 - SHRM Affiliate Program for Excellence. Submission of the SHAPE report is required by SHRM. Create goals, compile progress throughout the year, file annually by the deadline for the previous calendar year's chapter activity and accomplishments.
 - Pinnacle Award, the highest honor given to SHRM State Councils and chapters for notable contributions to the human resource profession. Prepare and submit our chapter for nomination, if applicable.
 - State Council Events. Ensure State Council meetings and events have representation by the Local Chapter's Board.
 - Other deadlines as dictated by State Council or SHRM
 - Chapter Member Related Events for Member reference.
 - Member Programming- Conducted 10-12 times annually
 - Conferences- When applicable
 - Seminars, Boot Camps, Training Workshops, etc.- When applicable
 - Social Events - Mixers- Several annually
 - SHRM Certification Study Groups -Two (2) annually, in advance of each testing period.

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- SPECIAL EVENTS- coordinate with committees in order to produce special events such as, Young Professionals, College Relations, Diversity and Inclusion events, Veterans and Rehabilitated Workforce Readiness programs, etc.
- Maintain communication with the State Council director and the SHRM Regional teams. Chapter President is a voting member of the State Council.
 - Attend State Council meetings and actively participate in State Council matters.
 - Provide information to State Council as an elected representative of the chapter.
 - Be prepared to report on Chapter activities as well as any Council/Chapter coordinated initiatives. Appoint a proxy to attend State Council meetings when unable to attend.
 - 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.
- Participate in the SHRM Core Leadership Area conference calls and webcasts, as applicable.

President-Elect

Summary: Assist the president in overseeing all the activities of the chapter. In the absence of the president, perform all the presidential responsibilities.

Responsibilities:

- Perform all special projects as assigned by the president.
- Upon request, assist all officers in performing their responsibilities.
- Attend (and preside over, if necessary) all monthly membership and Board of Directors meetings.

Secretary

Summary: Maintain chapter records and history. Take minutes of chapter meetings, provide notice of meetings and general correspondence.

Responsibilities:

- Upon the advice of the president, the secretary should issue notice of officer and Board of Directors' meetings.
 - After consultation with the president, the secretary should prepare and make copies of the agenda available on the Board of Directors area of the website.
- Maintain a record of attendance and prepare the minutes of all officers' and directors' meetings and regular chapter meetings.
 - Ensure minutes are promptly distributed to the Board of Directors area of the website and applicable reports are updated.
- In conjunction with the Hospitality or Membership committee, chair an ad-hoc telephone committee, organizing members to call other members, informing them about meetings, speakers, events, changes, etc.

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- In conjunction with the Chapter Administrator;
 - Ensure distribution to the membership all meeting announcements, newsletters, and other information.
 - Transmit all necessary annual election information to the membership and advise SHRM using the online Chapter Leader Information Form (CLIF).
 - File all personnel information, job opportunity letters, and other pertinent information (if chapter engages paid staff).
 - File in the Chapter Procedures Manual or other permanent record: Those original chapter bylaws and dated copies of each amendment to those bylaws; a list of current officers, committee members, and general membership; copies of all chapter publications; approved and signed minutes of all Board of Directors and membership meetings; chapter charter; legal documents such as IRS Letters of Determination, Articles of Incorporation and all other historical data.

Treasurer

- **Summary:** The Treasurer, as an elected officer of the chapter, is a responsible member of the chapter's Board of Directors and must take part in discussion and action on all business of the chapter. As financial advisor of the chapter, the treasurer must be able to assess the financial implications of proposed actions by the Board of Directors and inform the committee prior to final decisions being made. Also, the treasurer must observe the financial direction of the chapter, recognize possible financial problems, and bring such problems to the attention of the Board of Directors for action.

File appropriate forms and information with IRS.

Responsibilities:

- Fulfill the role of financial officer and advisor.
 - As advisor, assist committee chairs with annual budget line-items for their initiatives that the Chapter can support/sustain.
- Send any applicable dues notices and other invoices to members, sponsors or other business partners.
- The Treasurer shall receive, hold, and safeguard in the capacity of trustee and financial agent, all funds for the chapter.
- The Treasurer shall disburse such funds only for normal and usual uses unless the chapter's Board of Directors shall otherwise direct.

Past-President

Summary: Advise the president and other officers and members of the Board of Directors regarding past practices, general operations, and other matters to assist in the smooth operation of the chapter.

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Responsibilities:

- Act as advisor to chapter Board of Directors regarding past practices and operations in accordance with chapter's bylaws. Upon request, assist officers in performing their responsibilities.
- In conjunction with the Chapter Administrator;
 - Serve as chair of the Bylaws and Nominating Committees.
 - As chair of Bylaws Committee, review bylaws recommendations annually and communicate any needed changes to Board of Directors.
 - As chair of Nominating Committee, annually coordinate with the Administrator, the announcement posting and electronic collection of open Board positions in the time designated by the bylaws.
 - Compile the slate of qualified candidates for open positions on the Board of Directors, and present to the committee in accordance with the bylaws.
 - Communicate the approved nominees to fill open positions to Chapter Administrator to prepare for the vote by the membership.
- Accumulate information all year about the chapter and compile it for the SHRM Affiliate Program for Excellence (SHAPE) Year-End Report submitted to SHRM by January 31 each year. Submission of the year-end report is required by SHRM and covers the previous calendar year.
- Prepare submissions for chapter Pinnacle Award nominations, if applicable

Executive Administrator (paid support position)

Summary: For the purpose of this guide, the Administrator will act as a coordinator, in close contact with the Executive Board and committee chairpersons to support them in their committee's endeavors, collect and retain current and historical information and serve as a conduit for operations. Other specifics for duties are outlined in the paid position's description.

Responsibilities In conjunction with the applicable Board Chairpersons;

- Work closely with the Executive Board and Committee Chairpersons to facilitate duties as assigned.
- Ensure the timely creation and distribution of all meeting announcements, newsletters, Board election materials and other information to the membership.
- Maintains the information submitted for the chapter website and calendar of events.
 - Ensures documents, minutes, SHRM filings, and other such Board provided materials and information are properly maintained or archived within the site for current or historical access.
- Maintains the event registration platform.
- Maintains and promotes a viable Chapter Sponsorship program with pricing, in conjunction with the Marketing & Public Relations Committee. Pursues securing sponsorships.
- Maintains the chapter email and U.S.P.S. mailboxes and distributes mail to the appropriate officer, director, or chair.
- Maintain the announcement posting and electronic collection of volunteers from members at large.
 - Compile the slate of volunteers and ensure they are introduced, timely, to their committee Chairperson.
- Maintain the announcement posting and electronic collection for the open Board positions in the time designated by the bylaws.

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- Compile the slate of qualified candidates for open positions on the Board of Directors, and present to the committee in accordance with the bylaws.
- Maintains a Chapter Databases;
 - For Chapter communications; mailings, email blasts, etc.
- Maintains a Chapter Master Contact Database;
 - Speakers & subject matter experts
 - Venues
 - Catering
 - Sponsors, etc.
- Maintains a Chapter Master Account Database;
 - All accounts or electronic platform service providers accounts and authorized their users. Administrator must ensure that, in conjunction with the Administrator, at least one current Executive Board Member is always maintained as an authorized user.
 - Banking signatories
 - Credit card merchants
 - Website
 - All Social media accounts
 - Design services
 - Event registration services. etc.
- Receives and maintains all other historical records, as submitted by the Board.

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Core Leadership Director (a SHRM designation)

Membership Committee Chairperson

Summary: The membership committee is key to the continued success of our chapter. With a diverse range of responsibilities, this committee is responsible for new member orientation, coordination of all volunteers, designing recruiting campaigns and increasing member retention. This committee works closely with the newsletter and publicity committees. A desire to network, be a spokesperson in the local community, and market the chapter and member benefits are key to this high-profile committee.

Responsibilities:

- Participate in SHRM Membership Core Leadership Area volunteer leader conference calls and webcasts.
- As a 100% SHRM Affiliate Chapter, work to educate all local area SHRM members of the process to designate SNV SHRM as their designated (home) chapter, highlighting this as a source of financial support from their SHRM dues.
- Ensure the maintenance of the chapter's membership database to produce a print or online annual membership roster/directory and applicable addendums.
- Obtain monthly lists of new members from SHRM. Enter the new members into the chapter member database.
 - Assign committee members to welcome each new members & acknowledge renewing members.
 - Invite them to become more engaged by participating in events or volunteer with committees.
- Conduct at least one (1) chapter Membership Drive related program annually.
- Educate members on how to maintain their online chapter profile and SHRM profile.
 - Check periodically with members whose email addresses no longer work to obtain their updated information.
 - Maintain a notice in each chapter communication outlet that members should review and update any changes to their contact information and how to accomplish this.
- In conjunction with the Chapter Administrator;
 - Publish the membership directory on the chapter website.
 - Keep an up-to-date roster of names and addresses of all chapter members. If addresses are changed, assist members with online change-updates.
 - Handle all correspondence in relation to SHRM membership applications and forward all applications to SHRM upon receipt.

Government Affairs and Legislative Committee Chairperson

Summary: Continually monitor and evaluate 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 legislative reports and/or update

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chapter leadership and fellow chapter members. Inform elected officials of SHRM's position on legislation affecting the human resources profession. Work in close cooperation with the State Legislative Director and the SHRM headquarters staff in carrying out these responsibilities.

Responsibilities:

- Participate in the SHRM Governmental Affairs Core Leadership Area conference calls and webcasts.
- Monitor state and local government activities and provide timely information on public policy issues to the chapter president, State Council legislative affairs director, and the SHRM's Governmental Affairs Department.
- Educate and inform the chapter's membership on government and legislative affairs.
 - Ensure a legislative affairs report / update is made to members at chapter meetings and is provided for inclusion in the chapter newsletters/website.
 - Serve as a program speaker and advocate at chapter activities or other professional meetings.
 - Promote increased knowledge and activities for influencing legislation within the chapter.
 - Inform chapter members about The SHRM Policy Action Center and Advocacy Team programs and how to use the letter-writing feature on the SHRM Policy Action Center web site (www.advocacy.shrm.org).
- Develop and support workshops and seminars that address legislative issues.
- Conduct at least one (1) chapter Government Affairs related program annually.
- Work in close cooperation with the State Council legislative director and SHRM's Governmental Affairs Department.
 - Initiate introductions and maintain contact with state legislators and Member of Congress on behalf of the chapter.
 - Coordinate with the State Council legislative director or the SHRM's Governmental Affairs Department, to initiate action in response to legislative alerts under SHRM's Advocacy program.

Diversity & Inclusion Committee Chairperson

Summary: Monitor and evaluate on a continuing basis local activity concerning diversity issues. Spearhead the effort to diversify the chapter's membership/leadership and to publicize successful diversity programs in the local community.

Responsibilities:

- Participate in SHRM Diversity Core Leadership Area conference calls and webcasts.
- Develop and/or distribute information and materials to chapter members to promote diversity in the workplace.
- Publicize examples of successful diversity efforts being undertaken by chapter members in their workplaces.
- Identify minorities and other individuals with diverse backgrounds in the local area who might be interested in joining the chapter.

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- Identify current chapter members with diverse backgrounds who might be interested in volunteer leadership opportunities.
- Help to identify both diversity programs and speakers with diverse backgrounds, for conferences or chapter programs. Actively recruit them to be a part of our speaker/program databases.
- Conduct at least one (1) chapter Diversity and Inclusion related program annually.
- Network with other diversity directors from other chapters within the state.
- Coordinate efforts in developing diversity initiatives that can serve as models for other chapters.

Workforce Readiness Committee Chairperson

Summary: Workforce readiness has two sides: First, is ensuring new and returning workplace entrants are prepared to enter the workforce with the requisite knowledge, skills, and abilities required to succeed in the workplace. Second is to ensure that the workplaces are productive by welcoming the new workforce. The Chair will recruit, coordinate and lead their committee to continually monitor and evaluates local activities concerning workforce readiness issues. Planning for and encouraging chapter involvement in activities impacting the workforce readiness arena. Working in close cooperation with state-level workforce readiness advocates.

Responsibilities:

- Participate in SHRM Workforce Readiness Core Leadership Area volunteer leader conference calls and webcasts.
- Identify, evaluate issues and develop goals that impact workforce readiness strategy for chapter.
- Serve as a leader, advocate and program coordinator for workforce readiness chapter activities.
 - Develop and support workshops, seminars or other activities related to workforce readiness.
 - Monitor local activities concerning workforce readiness and provide timely information on education issues to the chapter president and state workforce readiness director.
- Conduct at least one (1) chapter Workforce Readiness related program annually.
- Work in close cooperation with state Workforce Readiness Director.
 - In conjunction with State Council, provide special recognition for chapter members and for local programs that promote betterment of the local workforce.

College Relations Committee Chairperson

Summary: Manage college outreach efforts and any scholarship program, internship program or other initiatives developed by the committee for our chapter. Work closely with the Young Professionals committee.

Responsibilities:

- Participate in the SHRM College Relations Core Leadership Area conference calls and webcasts.
- Communicate with local faculty/colleges to provide classroom visits to discuss HR topics, the Chapter, internships/scholarships, SHRM membership, etc. Act as mentor to college students seeking a career in HR.

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- Recommend community service projects to be supported by the chapter.
- Conduct at least one (1) chapter College Relations related program or event annually.
- If applicable, promote the scholarship program and internship program to local colleges and universities.
 - Evaluate applications and recommend recipients.
 - Make recommendations on changes to scholarship program (i.e., scholarship amount, number of recipients).
 - Oversee the internship program. Send out requests to local HR professionals/chapter members requesting internship postings. Forward openings to members of local student chapters or to faculty members.
 - Develop scholarship application evaluation criteria and design the appropriate materials.

SHRM Foundation Committee Chairperson

Summary: This committee is committed to supporting the SHRM Foundation's mission is to mobilize the power of HR and activate the generosity of donors to lead positive social change impacting all things work. Educate, promote and represent the interests of the SHRM Foundation and its activities to the chapter membership.

Responsibilities:

- Participate in the SHRM Foundation Core Leadership Area conference calls and webcasts.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter's fundraising goals and publicity of the SHRM Foundation.
- Conduct at least one (1) chapter SHRM Foundation event or drive annually.
- Coordinate efforts with the State Council SHRM Foundation director.
- Educate the chapter membership regarding the existence, purpose, and ongoing activities of the SHRM Foundation.
 - Advise and update the chapter membership of the SHRM Foundation's activities and fund-raising needs.
 - Encourage the chapter membership to support an annual contribution to the SHRM Foundation as a show of support for the human resources profession.

SHRM Certification Committee Chairperson

Summary: Manage the chapter's certification study program. Encourage members to become certified and recertified. Increase the number of chapter members who are certified with a SHRM or HRCI designation Human Resources Professional designation. The committee chair must hold a designation, in good standing, from SHRM and/or HRCI dependent upon the program(s) recognized by the chapter.

Responsibilities:

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- Participate in SHRM/HR Certification Institute Core Leadership Area conference calls and webcasts.
- Participate in the development and implementation of short-term and long-term strategic planning for increasing the % of the chapter's membership holding professional certification.
- Schedule, lead, plan, and arrange for two (2) formalized certification study group sessions, annually.
 - Determine the study group's scheduled sessions times/dates.
 - Plan sessions to compliment any scheduled testing periods.
 - Schedule a session meeting venue.
 - Schedule facilitators to host each session.
 - Determine pricing; inclusive of materials, shipping & handling or other incidentals.
- Educate and inform the chapter's membership on available professional certifications.
 - Ensure announcements are made to members about the benefits of certification at chapter meetings and;
 - Recognize at meetings those who pass the test.
 - Provide to the Communications Chair for inclusion in the chapter newsletters/website.
 - Provide information about the chapter's certification study group schedules at membership meetings and in the newsletter/website.
 - If there is no chapter study group, provide detailed information to members about alternative study methods.
 - Provide information about recertification to members including online tracking program.
 - Provide information about any changes in recertification requirements, changes in exam policies, changes in cost of exam, etc.
- Forward a list of HR Certification Institute-certified members to the chapter membership roster chair and newsletter chair for publication.
- Work with the chapter program chair and professional development chair to secure HR Certification Institute approved-for-credit status for applicable chapter programs.

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Key Operational Director Positions

Professional Development & Programs Committee Chairperson(s)

Summary: Coordinates the member programs, human resource training and activities for the chapters and their members, alongside the State Council, state chapters. Works closely to coordinate these activities across the chapter and state, with their current chairpersons.

Responsibilities:

- Seeks out, coordinates and schedules a written slate of human resource professional development programs for the members.
 - Member Programming- Conducted 10-12 times annually – These standing meeting are intended to provide an opportunity to advance skills, techniques and HR philosophies. They are meant to bring regular programming to the membership. Strive for programs that will qualify for at least 1 credit hour, toward SHRM and/or HRCI recertifications. A focus on strategic qualified credit is always welcomed by the membership!
 - Work closely with the Core Leadership Chairpersons, as their initiatives may fit nicely into filling the slate or to bolster regular member programming!
 - In months where Conferences may overlap programming, it is acceptable to be “dark”, to prevent competition with “sister associations”.
 - Conferences- When applicable, coordinate with SHRM National and State Council leadership, to support and promote Conference activities.
 - Seminars, Boot Camps, Training Workshops, etc.- Coordinate with applicable committees, i.e. Professional Development, Programming, Workforce Readiness, to promote and produce events related to the development of our HR professionals, in addition to regular programming.

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- Ensure the Chapter schedules a staff speaker from SHRM! This is a free resource as provided, annually by SHRM, to 100% affiliate chapters.
- Maintain an annual summary of the programming, attendance and feedback to provide to chapter leaders to complete the Chapter SHRM Affiliate Program for Excellence (SHAPE) Year-End Report.
- Contribute to the maintenance of the Chapter's contact database. A resource which houses the information on past and potential speakers, program topics, certification qualifications, etc.
- Uses various metrics and gauges to determine timely program topics such as;
 - Membership polls
 - Legislative initiatives
 - Regulatory filing deadlines
 - Current events & hot topics
 - Etc.
- Serve as the main Point of Contact (P.O.C.) for program speakers
 - Collecting program and bio information forms.
- Ascertain the speakers' requirements for the presentation and ensuring clear communication of those needs to the Hospitality Committee. i.e. a/v., mic, podium, etc.
 - Assist the speaker, in coordination with Treasurer, for reimbursements. **NOTE:** No reimbursements may be offered or provided without pre-approval from the Board
 - Speaker fees, travel, transfers, lodging, etc.
- Contacts each speaker and secures a firm commitment from them to fill a date on the annual slate.
 - All programs must be able to qualify for CE or PDC credit from at least one, if not both SHRM and HRCI.
 - Work closely with speaker and the chapter's Authorized Provider representative to ensure timely submission and approval of the programming for Certification credit, in order to highlight and promote the quality of the programming to the membership and increase participation.
 - Utilizes chapter forms to ensure complete collection of all viable information needed.
 - *Submission is a minimum of 30-days in advance of program date*
 - The suggested submission for certification is 60-days in advance, to ensure time for the pre-approval processing and advertising of the event as providing a certified program.
 - Contact the chapter's Authorized Provider representative ASAP regarding late submissions or any changes to the submission's content.
- Ensures speakers are recognized and thanked for their contribution to our member's professional development.
 - Using thank-you letters and mentions on the web/newsletter/social media and other digital outlets.

Hospitality Committee Chairperson

Summary: Promote an organized atmosphere that is welcoming, informative and represents the chapter as providing the HR community with professional quality events.

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Lead and coordinate, with other chairpersons as applicable, in securing the logistical management of all chapter sponsored events. Ensure there is adequate coverage, by qualified volunteers, for the set-up, operation and tear-down of all chapter events.

Responsibilities:

- Develop a proposed budget for the annual calendar of event programming, inclusive of; membership meetings, seminars, social events, etc.
- Conduct Requests for Proposals (RFP's) to compare and select all applicable vendors' services for the next term-year and on an ad-hoc basis as needed.
 - Venues, Audio/Video services, caterers, parking, entertainment, etc.
- Coordinate to ensure the reservation of venue(s), catering and other needs, are secured for each of the chapter's annual calendar of events, including;
 - monthly membership meetings
 - social events/mixers
 - special interest meetings
 - seminar/conferences etc.
 - Ensure the speaker's A/V equipment is prepared for the events.
 - Adequate parking will be available
 - Food & beverage will be prepared and provided, in advance of check-in (as applicable)
- Coordinate activities at the venue and registration tables
 - Meet with the venue contact and consult on the a/v set up (along with speaker) and all other housekeeping items. Address any issues immediately, as to minimize any impact on the event.
 - Ensure adequate directional signage for guests is in place.
 - Coordinate the greeting of all guests and respond to inquiries by directing them to the appropriate committee chair/member.
 - Manage the check-in system. Assign, from committee members, a minimum of two (2) co-leads for the registration/check-in/payment processing functions.
 - Coordinate/assign additional support teams as needed (greeters, liaisons, etc.)
- Assure proper placement of program reference materials or approved sponsor information.
- Ensure the event is concluded and the venue is left in a professional state, equal to or better than when we arrived.
- Alongside the co-leads of the event, account for and report to the Treasurer and chapter administrator;
 - Final headcount (provide this to Chapter's Program Summary, as well)
 - All funds transferred to the Treasurer/bank, in the course of the event(s). i.e. cash/check/charge/e-transfers
 - All funds exchanged must be clearly recorded with notations to indicate the associated budgetary line items. i.e.
 - Event registration
 - Donations
 - Study Group Fees, etc.

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RESPONSIBILITIES & BENEFITS OF BEING A VOLUNTEER

- Consult Treasurer as needed for guidance.

Marketing & Public Relations Committee Chairperson

Summary: Manages the public relations and community outreach efforts. Promotes awareness of the purpose and actions of the chapter within the community by crafting opportunities for the business community at large, to interact with HR professionals. These social-styled events provide for a professional, but more relaxed environment, and are geared to developing long-term relationships and knitting together local HR professionals, both within and outside of SHRM. These activities, when successful, can also lead to the development of a network of community sponsors, with whom we can partner for future events. Working closely with the Hospitality Committee, ensures these events are staffed for success.

Responsibilities:

- Develop a proposed annual calendar of events and budget for mixers, business partner fairs and other marketing and publicity related events, several times throughout the year.
 - Social Events - Mixers- In an effort to build relationships, talk business and have fun in a more relaxed environment, these events provide an opportunity to showcase our Chapter by inviting and socializing with our members, *potential* members, vendors, speakers as well as other related-industry organizations' members
- Work closely with the board, to develop or revise the annual sponsorship packages and fees materials.
- Connect with the Communications director and local media sources to ensure community awareness of chapter activities and events, to include press releases.
- Maintain a relationship with the local Chambers of Commerce, business organizations, business news writers, and other community groups.
- Recommend community service projects to be supported by the chapter. Coordinate the community events approved by the board.
- Make chapter members aware of community organizations that would be beneficial to HR professionals or businesses. Invite representatives of local community organizations to chapter meetings. Allow them a few minutes to discuss their programs if appropriate.
- Provide information and photographs to chapter members about our events, local community organizations at meetings or via newsletter articles/web/social media.
- Coordinate with Hospitality to ensure the reservation of venue(s), catering and other needs, are secured and to ensure proper coverage for the activities at the venue and registration table, as described in the Hospitality section of this guide.

Young Professionals Committee Chairperson

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Summary: Foster the growth and future of our chapter by engaging with our current and future members in a concerted effort to attract, engage and retain members early in their career. Weaving the diversity of young professionals in their 20's and 30's or "YP's" into the organization. By engaging this member segment, our chapter will see continued growth, ideas and innovation within our chapter's membership.

Responsibilities:

- Develop and maintain close relationships with local, state chapters and the State Council's Young Professionals, College Relations, Certification, Marketing & Public Relations and other chairs to coordinate events, speakers, topics or to simply, piggy-back the promotion of their current events.
- Provide information to chapter members about Y.P. initiatives at meetings or via newsletter articles/web/social media.
- Develop a proposed annual calendar & budget for the committee's YP themed events, interest groups and initiatives.
- Conduct at least one (1) chapter YP event annually.
- Coordinate with Hospitality to ensure the reservation of venue(s), catering and other needs, are secured and to ensure proper coverage for the activities at the venue and registration table, as described in the Hospitality section of this guide.
- Maintains the events on the annual summary of the programming, attendance and feedback to provide to chapter leaders to complete the Chapter SHRM Affiliate Program for Excellence (SHAPE) Year-End Report.

Communications Director

Summary: Develop and ensure professional, concise and transparent communication styles that represent our "brand" as a leading professional organization in the HR arena. Ensure that communications meet SHRM guidelines and SHRM Graphics Standards. Position works closely with all Chairpersons, and the Social Media/Website Chair in particular, to obtain and review their submitted content for publishing.

Responsibilities:

- Develop a design and content strategy as well as an update and release schedule for each communication platform. i.e.
 - Website
 - Newsletter
 - "Your Chapter at Work" -slideshow looping before and following events (networking time-filler)
 - Social media updates
 - Email blasts
 - Etc.
- Develop and/or assist in maintaining the "assets" for the chapter's communication outlets.
 - Style-guide suite of fonts, icons, graphics, images and other materials to ensure a recognizable and consistent image across all chapter platforms

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- Web platform & style
- Newsletter platform & style
- Social Media management tools, such as cross-platform automated updates
- Provide a process/method for the President and committee chairs to regularly provide the synopsis of their current initiatives and provide any other committee related content for distribution.
 - Ensure the content is included in the appropriate communication outlets.
- Communicate with the Social Media & Website and Marketing and Public Relations chairperson(s) to coordinate efforts.
- Coordinate with the chapter administrator to meet deadlines for production and distribution of content.

Social Media & Website Committee Chairperson

Summary: Promotes awareness of the purpose and actions of the chapter through ongoing communication efforts and branding initiatives, using the social media tools. Makes sure that HR professionals, both within and outside of SHRM are fully informed of chapter resources and activities by using existing and developing social media outlets. Works closely with the Communications Director and other chapters members to ensure that the chapter is portraying a consistent and professional image to its members and to the business community at large.

Responsibilities:

- Evaluate the social media landscape and decide what platforms will be good tools for the chapter.
- Work to understand and develop an effective strategy for use of new media, giving serious consideration as to how this impacts the roles of the chapter's, technology director as well as the public relations director.
- Review/monitor the Chapter website content. Make recommendations for updates, corrections or archiving of content to the Communications Director and/or website administrator.
- Develop a cyberspace persona and become immersed in the culture and use of new media as a representative of the chapter.
- Work to educate other chapter members about the use of new media, both from a technical prospective and from a business approach. Plan to host a session on new media at the chapter conferences.
- Develop and implement a strategy to use new media in promoting and presenting our chapter conference. This includes advocating for blog panels, free conference wireless internet and social media conference space.
- Develop relationship with SHRM to understand SHRM's position on social media, and to help promote this position at the state and local level.
- Consult with other chapter representatives to compare best practices on use of new media, in various applications, and how they are used to promote chapter and chapter conferences.
- Work with the chapter conference chairperson to ensure a strong social media presence at the state conference.
- Communicate with the Communications director and other committee chairs to coordinate efforts.

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Conference Committee Chairperson(s)

Summary: In terms/years where applicable, this ad-hoc position will manage the activities of the Conference Committee to provide support for conference programs for the chapter's membership, working closely with Hospitality Committee as well as the State Council for State Conferences and National SHRM Conferences.

Responsibilities:

- Chair chapter level meetings of the committee to select topics and speakers for programs and to provide information on topics of broad interest to members.
- Recruit members to serve on Conference Committee.
- Select the site/location for the conference and meet with site personnel about services, etc.
- Negotiate contracts with site personnel, vendors, hotels, caterers, etc.
- Develop a timeline and budget for the conference.
- Coordinate efforts with state chapters and State Council to best serve the membership.
- Serve as resource to committee members in arranging periodic/regular meetings of the committee.
- Contact potential speakers decide upon and plan for selected meetings. Write articles for newsletters describing the programs.
- Provide information regarding programs and services to the administrative office, newsletter editor, members, and others through presentations, written communications, and personal contact.
- Promote the conference to chapter members, State Council members, and at-large members as well as any other possible attendees. Promote events beyond the regular avenues, i.e. request distribution to other mailing lists such as chambers of commerce, other associations, etc.
- Review final preparations to assure that conference runs smoothly.
- Review program evaluations for feedback to be used in planning future events.
- Coordinate with Hospitality to ensure the reservation of venue(s), catering and other needs, are secured and to ensure proper coverage for the activities at the venue and registration table, as described in the Hospitality section of this guide.