

## **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

### 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 and 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.

## **President-Elect**

### Position summary:

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

### Responsible to:

- The members of the chapter
- The chapter president

### 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.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors meetings.

## Secretary

### Position summary:

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

### Responsible to:

- The members of the chapter
- The chapter president

### 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 could prepare copies of the agenda for such meetings.
- Maintain a record of attendance and prepare the minutes of all officers' and directors' meetings and regular chapter meetings.
- Keep an up-to-date roster of names and addresses of all chapter members. If addresses are changed, the secretary should notify SHRM headquarters.
- Distribute to the membership all meeting announcements, newsletters, and other information.
- Transmit all necessary annual election information to the membership and advise SHRM through the use of the online Chapter Leader Information Form (CLIF).
- Maintain and update a chapter library (books and references).
- Handle all correspondence in relation to SHRM membership applications and forward all applications to SHRM upon receipt.
- Maintain important Chapter records and documents:
  - Those original chapter bylaws and dated copies of each amendment to those bylaws;
  - List of current officers, committee members, and general membership;
  - Approved and signed minutes of all board of directors and membership meetings;
  - Legal documents such as IRS Letters of Determination, Articles of Incorporation, etc.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors meetings.

## **Treasurer**

### Position summary:

Act as financial officer and advisor to chapter board of directors. Maintains the chapter mailbox and distributes mail to the appropriate officer, director, or chair. Send dues notices and other invoices to members. File appropriate forms and information with IRS.

### Responsible to:

- The members of the chapter
- The chapter president

### Responsibilities:

- Fulfill the role of financial officer and advisor.
- Take part in discussion and action on all business of the chapter. As financial advisor of the chapter, the treasurer must be in a position 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.
- 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.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors meetings.