

## Past State Director

### Position Description

Updated: May 2019

**Function:** Serves as a member of the State Council providing the continuity of leadership. Chair of the Council Nominating Committee. Provides advice and counsel to the State Director.

**Responsible To:** The State Director

### Responsibilities:

1. Serves as a voting member of the State Council and is expected to attend and participate in all Council meetings.
2. Chairs the Council Nominating Committee.
3. Assists in the identification, recruitment and selection of future Council leaders.
4. Provides mentorship to State Council members
5. Prepares reports and related material for the State Council director as a function of providing guidance.
6. Represents the Council to SHRM chapters and the public as required.
7. Active member of the State Conference Committee and assists in the planning and coordination of the annual ND SHRM State Conference.
8. Performs other duties as assigned by the State Director.

### Requirements:

1. Must be an SHRM member in good standing. SHRM certification highly desirable.
2. Attendance required at 75% of State Council meetings via phone or in person
3. Must have served a term of office as State Director. Past State Director position is the third two-year phase of a six-year term.

*I acknowledge I have reviewed the job description for my position and understand the responsibilities for my position.*

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Signature

\_\_\_\_\_  
Date