

## State Director

### Position Description

Updated: May 2019

**Function:** As the chief elected officer of the State Council, establishes policy, strategies and objectives consistent with those of SHRM. Provides guidance to elected and other volunteer members who are responsible for accomplishing state and SHRM objectives. Establishes goals in support of the SHRM mission and objectives.

**Responsible To:** The State Council and the SHRM North Central Regional Team

### Responsibilities:

1. Manages the affairs of the Council as the chief elected officer.
2. Participates as the state's representative on the SHRM North Central Regional Council. If elected, may represent the North Central Regional Council on the Membership Advisory Council.
3. Presides over meetings of the Council. As appropriate, conducts general membership meetings involving SHRM members within the state. Serves as an ex-officio member of all state committees.
4. Provides leadership for the Council by:
  - a. Assigning responsibilities for achieving state and SHRM objectives.
  - b. Directing the activities, plans and objectives of the State Council.
  - c. Evaluating the performance of all Council members. Counsels with individuals, as necessary, on ways to improve performance and to provide a maximum contribution toward goals and objectives.
5. Develops programs and undertakes activities to promote and support the following core leadership areas as defined by SHRM: Certification, College Relations, Diversity, Legislative Affairs, SHRM Foundation, and Workforce Readiness. Ensures that such core leadership areas are represented by roles on the State Council.
6. Recommends policy and organizational changes to the Council in coordination with SHRM North Central Regional Team staff. Provides for implementation and execution of SHRM Board decisions.
7. Promotes the Council and the profession by personal appearances and speaking engagements before SHRM chapters and other organizations.
8. Prepares regular reports for the North Central Regional Team, North Central Regional Council and/or the SHRM Board as required. Reports may include activities of chapters and the membership within the state. This would include, but is not limited to, minutes of Council meetings.
9. Active member of the State Conference Committee and assists in the planning and coordination of the annual ND SHRM State Conference.
  - a. Oversees all activities related to the State Conference

### Requirements:

1. Must be an SHRM member in good standing. SHRM certification highly desirable.

# North Dakota SHRM State Council



Affiliate of Society for Human Resource Management

2. Elected from the current year's Council membership by its voting members no later than September of each year.
3. Attendance required at 75% of State Council meetings via phone or in person
4. Serves a two-year term beginning the first day of January in year one of the term and ending the last day of December in year two of the term. State Director position is the second 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.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*



*The North Dakota SHRM State Council supports the human resources profession across North Dakota by providing leadership, connections, development opportunities and resources.*