

Chapter President

Position Description

Updated: January 2023

Function: 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 and the state council director

Responsibilities:

1. Conduct the business of the chapter in accordance with the chapter bylaws and serve as chairperson of the chapter's board of directors.
2. Preside over the activities of all officers and directors, as well as standing committees, to ensure the accomplishment of chapter goals, objectives, and strategies.
3. Monitor the use, accounting, and handling of the chapter funds.
4. Chair all meetings of chapter officers and members.
5. Participate in/Lead the development and implementation of short-term and long-term strategic planning for the chapter.
6. Represent the chapter in the human resources community.
7. 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.
8. Active member of the State Conference Committee and assists in the planning and coordination of the annual ND SHRM State Conference.
9. Maintain communication with the state council director and the SHRM Regional Team.
10. 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.

Requirements:

1. Must be a SHRM member in good standing. SHRM certification highly desirable.
2. Attendance required at 75% of State Council meetings via phone, virtually, or in person
3. Serves a term as defined by the chapter beginning the first day of January in the first term and ending the last day of December in the final term.

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

Signature

Date