

## SHRM Foundation Director

### Position Description

Updated: January 2023

**Function:** Educate, promote, and represent the interests of the SHRM Foundation and its activities to the state.

**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 meetings of the Council.
2. Educates the chapters and the State Council regarding the purpose and ongoing activities of the SHRM Foundation.
3. Encourages chapters and the State Council to contribute financially to the SHRM Foundation as a show of support for the human resources profession.
4. Advises and updates the State Council and chapters of the Foundation's activities and fund-raising needs.
5. Active member of the State Conference Committee and assists in the planning and coordination of the annual ND SHRM State Conference.
  - a. Coordinates SHRM Foundation fundraiser
  - b. Participates in other committee/s as assigned.
6. This position is designated as a SHRM "Core Leadership" position.
7. Other duties as assigned by the State Director.

### Requirements:

1. Must be a SHRM member in good standing. SHRM certification highly desirable.
2. Election is made by the governing body of the State Council.
3. Attendance required at 75% of State Council meetings via phone, virtually, 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. May be reelected for an additional two-year term for a total service of four years.

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

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Signature

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Date