

State Director-Elect

Position Description

Updated: January 2023

Function: Serves as an “understudy” to the State Director. Works with the State Director to establish policy, strategies and objectives consistent with SHRM Board policies. Provides guidance to elected and other volunteer staff who are responsible for accomplishing state and SHRM objectives.

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. In the absence of the State Director, manages the affairs of the Council.
3. Oversees the activities of all state committees.
4. Promotes the State Council and the profession by personal appearances and speaking engagements before SHRM chapters and other organizations within the state.
5. Active member of the State Conference Committee and assists in the planning and coordination of the annual ND SHRM State Conference.
 - a. Oversee exhibitor and sponsorship activities for the State Conference
 - b. Participates in other committee/s as assigned.
6. Other duties as assigned by State Director.

Requirements:

1. Must be a SHRM member in good standing. SHRM certification highly desirable.
2. Election 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. State Director-Elect position is the first 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