

ND SHRM State Council Member Expectations

ND SHRM State Council members will:

1. Treat fellow council members with dignity and respect.
2. Attain 75% attendance, either via virtual (Teams) or in-person for the council business meetings. *If you are unable to attend notify the State Director and State Director-Elect at least 24 hours in advance.*
3. Fulfill their responsibilities and duties as outlined in their respective Job description for the elected term.
4. Utilize SHRM provided resources to assist in accomplishing duties including but not limited to:
 - a. Attending monthly connection calls
 - b. Volunteer Leader Resource Center (VLRC)
 - c. Attending Core Leadership Area (CLA) quarterly calls
5. Provide status update reports on duties within their role at meetings (council business or conference) and if unable to attend the meetings they will prepare and circulate an update in advance to be communicated during the meeting.
6. Seek help and communicate in advance as much as possible when they require assistance to accomplish duties within their respective roles. This includes being open to accepting help when deliverables are not being met.
 - a. In the unlikely event a state council member is unable to fulfill their duties and must resign from their position, the council member will:
 - i. Clearly communicate in writing (email acceptable) to the entire Executive Committee as soon as practical but not less than 14 days prior to their last available day on their exit plan.
 - ii. Fully cooperate with the transition or physical handoff of all state council property including logins, passwords, and any other role specific materials.
7. Share information created or gathered during their term on the council with current council members and future members by ensuring it is included in the council record repository.
8. Transition and train new board members to set them up for a successful start on the council.
9. Act as an ambassador and professionally conduct themselves as they are representing and promoting ND SHRM, SHRM national, local chapters, and themselves as an HR professional.
10. Be a team player & have fun!

Acknowledgement:

I have read and understand the expectations of a ND SHRM State Council Member and am committing to my role in making ND SHRM a success.

Signature

Date

Printed Name

2025 Volunteer Role