

## State Director-Elect

### Position Description

Updated: October 2024

**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. Attends SHRM hosted meetings including but not limited to North Central Region (virtual), Volunteer Leader Business Meeting (VLBM), and Regional Council Business Meeting (RCBM) to network and gain knowledge of the State Director role.
4. Oversees the activities of all state committees along with the State Director or solo as requested by the State Director.
5. Promotes the State Council and the profession by personal appearances and speaking engagements before SHRM chapters and other organizations within the state.
6. Lead on partnership & sponsorship activities of the State Council throughout the year.
7. Active member of the State Conference Committee and assists in the planning and coordination of the annual ND SHRM State Conference.
  - a. Lead Sponsorship generation and Exhibitor Showcase for the State Conference.
  - b. Act as second in command on all aspects of conference.
  - c. Participates in other committee/s as assigned.
8. Other duties as assigned by State Director.

#### 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 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.*

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Signature

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Date