



2020 HRSPGC Board of Director Position Descriptions

OFFICERS

President

Provide leadership to the local chapter and the Board 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.

President Elect

At the request of the President or in the absence or disability of the president, may perform all the presidential responsibilities. Assist in overseeing all the activities of the chapter.

Past President

Advise the president and other officers and members of the board of directors regarding past practices, general operations, and other matters to assist in the smooth operation of the chapter.

Treasurer

Manage the financial affairs of HRSPGC to include all required filings of forms and information with the IRS. Provide financial reporting to the Board and the chapter. Responsible for membership billing and invoicing.

Secretary

Records minutes of all meetings of HRSPGC Board of Directors and chapter, provide notice of meetings and general correspondence. Maintain chapter records and history.

VP Membership

Manage the membership function to successfully achieve an increase in chapter membership. Guide the activities of the following committees: volunteers, membership, membership directory, awards, and hospitality.

CORE LEADERSHIP AREA (CLA) DIRECTORS

Programs & Professional Development Director

Manage the process to provide seminars, workshops and other professional development opportunities for the chapter membership.

Webmaster/Social Media Director

Maintains chapter web site and social media accounts, which is the primary source of information about the chapter for both members and the general public.

Legislative Director

Monitor and evaluate on a continuing basis pending legislative, regulatory and legal action at the federal, state, and local level that may have an impact on the management of human resources. Present a legislative report or update to the chapter president and fellow chapter members. Inform elected officials of SHRM's position on legislation affecting the human resources profession. Work in close cooperation with the State Public Affairs Director and the Senior Associate, State Affairs at SHRM headquarters in carrying out these responsibilities.

Diversity Director

Monitor and evaluate on a continuing basis local activities concerning diversity issues. Spearhead the effort to diversify the chapter's membership/leadership and to publicize successful diversity programs in the local community.

SHRM Foundations Director

Educate, promote, and represent the interests of the SHRM Foundation and its activities to the chapter membership.

Certification Director

Manage the chapter's SHRM certification program. Increase the number of chapter members who are certified as SHRM-CP or SHRM-SCP by the SHRM Certification Commission. Encourage members to become certified and recertified.

College Relations Director

Manage college outreach efforts, scholarship program and internship program.

Workforce Readiness Director

Monitors and evaluates on a continuing basis local activities concerning workforce readiness issues and plans and encourages chapter involvement and activities impacting the workforce readiness arena. Works in cooperation with state-level workforce readiness advocates.

HRSPGC requires that each Board member be a current member in good standing of the chapter and SHRM throughout the duration of his/her term of office.