

## **GENERAL BOARD MEMBER RESPONSIBILITIES & BENEFITS OF BEING A VOLUNTEER**

Thank you for volunteering your time and talent as a Board member of your local SHRM chapter. Each Board Committee role has a specific position description. However, here are some general expectations that are required from all Board Members:

- Be an active Board member, come prepared and be engaged. This includes attending at least 75% of chapter meetings, at least 8 of 10 board meetings and other chapter functions. At times you and / or your committee may be asked to arrive early for a function to help set up or provide other support.
- Either the Chair or Vice Chair of each committee should be present at every meeting prepared to provide updates. Committee Chair or Vice Chair should be leading regular committee meetings in preparation for Board of Directors meetings.
- Build your knowledge about our chapter, your position responsibilities, SHRM, and its governing by-laws.
- Stay informed of trends in the field of human resources and timely issues affecting our chapter, both on a National and Local level.
- Abstain from activities that may appear to create a conflict of interest. Follow the SHRM Code of Ethics.
- Be willing to provide contacts and resources to help our chapter grow and develop as an organization.
- Maintain confidentiality, as appropriate, of chapter Board issues and membership data.

Some benefits of becoming a chapter Board member include:

- The opportunity to make an impact and assist in the development of our chapter, the HR profession and our community.
- An opportunity to be recognized as a leader in the field of human resources.
- Hours spent as a volunteer leader can be counted toward re-certification hours for HRCI & SHRM.
- The opportunity to apply for an Area Foundation Scholarship. Each Area (6) will award up to \$2,500 to individuals who apply for a scholarship for either an academic (university education, classes, tuition, etc.) scholarship, or for a certification scholarship.
- The chance to attend SHRM's Volunteer Leadership Conference in November as well as many other SHRM Conferences throughout the year.
- Volunteer Leader Resource Site <http://community.shrm.org/vlrc2/home>

Thank you for donation of your time and effort to assist our chapter in becoming the best that it can be. We congratulate you on your interest in and willingness to serve our chapter and your profession.

## **PRESIDENT**

### Position Summary:

Provide leadership to the local chapter consistent with state, area, and national SHRM policies, 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.

### Responsible To:

The members of the chapter  
The State Council Director

### Responsibilities:

- Conduct the business of the chapter in accordance with the chapter bylaws.
- Preside over the activities of all officers and directors, as well as standing committees, to ensure the accomplishment of chapter goals, objectives, and strategies.
- Monitor the use, accounting, and handling of the chapter funds.
- Chair all meetings of chapter members.
- Accountable for the oversight, planning, development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the Human Resources community.
- Attend State Council meetings and actively participate in State Council matters. Provide information to State Council as an elected representative of the chapter. Appoint proxy to attend State Council meetings when unable to attend.
- Maintain a current, active SHRM membership.
- Maintain communication with the State Council Director and the SHRM Area Manager.
- Communicate state, area and/or national goals, policies, and programs to chapter members. Represent the State Council to local chapter leaders and the membership.

### Requirements:

- Must be a SHRM-Columbus and SHRM National member in good standing, elected by the chapter membership.
- Experience on the Board of Directors in a chair or vice-chair capacity is preferable but not required.

## **CHAIR OF THE BOARD**

### Position Summary:

Advise the President and other officers and Board of Directors members regarding past practices, general operations, and other matters to assist in the smooth running of the organization.

### Responsible To:

The chapter President  
The chapter Board of Directors  
The members of the chapter

### Responsibilities:

- Presides over board meetings, serving as chairperson of the chapter's Board of Directors.
- Act as advisor to chapter Board of Directors regarding past practices and operations in accordance with chapter's bylaws. Upon request, assist officers in performing their responsibilities.
- Serve as Chair of the Bylaws and Nominating Committees.
- As Chair of Bylaws Committee, review bylaws and recommend any needed changes to Board of Directors for a vote and chapter approval.
- As Chair of Nominating Committee, develop a slate of qualified candidates for open Board of Directors positions in accordance with the bylaws. Communicate the open positions to the membership for a vote.
- Prepares submissions for chapter Pinnacle Award nominations, if applicable, with assistance from the Chapter Manager.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the Human Resources community.
- Attend all monthly membership meeting, Board of Directors meetings and other chapter functions.

### Requirements:

- Must be the immediate past president of the Chapter.
- Must be a SHRM-Columbus member in good standing elected by the chapter membership.

## **PRESIDENT-ELECT**

### Position Summary:

Assist the President in overseeing all the activities of the chapter. In the absence of the President, perform all the Presidential responsibilities.

### Responsible To:

The members of the chapter  
The Chapter President

### Responsibilities:

- Manage the development and provision of programs, workshops, seminars, and other services provided by the chapter. Direct the activities of the Board Chairs in the development of the chapters programs.
- Perform all special projects as assigned by the President.
- Upon request, assist all officers in performing their responsibilities.
- Attend (and preside over, if necessary) all monthly membership and Board of Directors meetings.
- Keep abreast of developments in the human resources field in order to provide timely programs and services.
- Review final preparations for meetings to assure that programs run smoothly.
- Review program evaluations for feedback to be used in planning future events.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the Human Resources community.
- Attend the annual SHRM Volunteer Leadership Conference prior to term (generally held in November).

### Requirements:

- Must be a SHRM-Columbus and SHRM National member in good standing, elected by the chapter membership.
- Experience on the Board of Directors in a chair or vice-chair capacity is preferable but not required.

## SECRETARY

### Position Summary:

Take minutes of chapter meetings and provide them to Chapter Manager. Maintain social media accounts for updates to members.

### Responsible To:

The members of the chapter  
The Chapter President

### Responsibilities:

- Maintain a record of attendance and prepare the minutes of all Board of Director and chapter meetings.
- Provide updates for meetings and events on our Columbus Chapter Social Media sites.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.

### Requirements:

- Must be a SHRM-Columbus member in good standing elected by the chapter membership.
- Experience on the Board of Directors in a chair or vice-chair capacity is preferable but not required.

## TREASURER

### Position Summary:

Act as financial officer and advisor to chapter Board of Directors. File appropriate forms and information with IRS, SHRM or agency regarding chapter financial information.

### Responsible To:

The members of the chapter  
The Chapter President

### Responsibilities:

- Assess the financial implications of proposed actions by the Board of Directors and inform the committee prior to final decisions being made.
- Observe the financial direction of the chapter, recognize possible financial problems, and bring such problems to the attention of the Board of Directors for action.
- Receive, hold, and safeguard in the capacity of trustee and financial agent, all funds for the chapter.
- Disburse such funds only for normal and usual uses unless the Chapter's Board of Directors shall otherwise direct.
- Provide financial reports for each Board of Director meetings.
- Prepare an annual summary for the final Board of Directors meeting as well as a projected budget for the following year for review and discussion by the Board. Form the finalized budget for approval once drafts have been reviewed.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.

### Requirements:

- Must be a SHRM-Columbus member in good standing elected by the chapter membership.
- Experience on the Board of Directors in a chair or vice-chair capacity is preferable but not required.
- Financial experience is preferred but not required.

## GOVERNMENT RELATIONS COMMITTEE CHAIR

### Position Summary:

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. Inform elected officials of SHRM's position on legislation affecting the human resources profession.

### Responsible To:

The members of the chapter  
The Chapter President-Elect  
State Council Legislative Director

### Responsibilities:

- Provide a legislative affairs update to members at chapter meetings.
- Maintain contact with state legislators and Member of Congress.
- Monitor state and local government activities and provide timely information on public policy to the Chapter.
- Attend or designate someone from the Government Relations Committee to attend the annual SHRM Employment Law and Legislative Conference in Washington, D.C.—SHRM paid event.
- Develop and support workshops and seminars that address public affairs issues.
- Promote within the chapter increased knowledge and activities for influencing legislation.
- Develop and maintain a Government Relations Committee; recruit members to serve on the Committee as needed; hold regular Committee meetings and prepare relevant reports for the Board of Director and / or Chapter meetings.
- Annually provide information to the Chapter Manager / Administrator regarding Committee activities related to successful completion of the SHRM S.H.A.P.E. application.

### Requirements:

- Must be a SHRM-Columbus member in good standing.

## **DIVERSITY COMMITTEE CHAIR**

### Position Summary:

Monitor and evaluate on a continuing basis local activities concerning diversity issues. Spearhead Chapter's diversity-related activities and publicize successful diversity programs in the local community.

### Responsible To:

The members of the chapter  
The Chapter President-Elect  
State Council Diversity Director

### Responsibilities:

- Develop and / or distribute information and materials to chapter members to promote diversity in the workplace.
- Publicize successful diversity efforts being undertaken by chapter members in their particular workplaces.
- Identify individuals with diverse backgrounds in the local area who might be interested in joining the chapter.
- Identify current chapter members with diverse backgrounds who might be interested in volunteer leadership opportunities.
- Develop, organize and implement diversity-related programs to address identified opportunities within the chapter and community.
- Network with other Diversity Directors from other chapters within the state.
- Develop and maintain a Diversity Committee; recruit members to serve on the Committee as needed; hold regular Committee meetings and prepare relevant reports for the Board of Director and / or Chapter meetings.
- Annually provide information to the Chapter Manager / Administrator regarding Committee activities related to successful completion of the SHRM S.H.A.P.E. application.

### Requirements:

- Must be a SHRM-Columbus member in good standing.

## **PROFESSIONAL DEVELOPMENT COMMITTEE CHAIR**

### Position Summary:

Manage the activities of the Professional Development Committee to provide seminars, workshops and other professional development opportunities for the chapter membership. Spearhead SHRM certification efforts for HRCI and SHRM accreditations.

### Responsible To:

The members of the chapter  
The Chapter President-Elect  
State Council Professional Development Director

### Responsibilities:

- Select topics and speakers for periodic seminar and workshops to provide in-depth and timely professional development opportunities for members.
- Oversee, plan, coordinate and implement the annual SHRM Columbus Area HR Symposium to include program content, speakers, vendors and sponsors.
- Develop and implement plans to encourage chapter members to seek PHR/SPHR or SHRM-CP/SCP certifications, thereby meeting or exceeding SHRM national requirements and increasing professional development of the membership.
- Coordinate efforts with other Chapters and Board of Directors Members to best serve the memberships' professional development.
- Contact potential speakers and make arrangements for selected meetings, including selecting sites and communicate with Chapter Manager
- Educate the Chapter membership regarding the existence, purpose, and ongoing activities of the SHRM Foundation.
- Advise and update the Chapter membership of the SHRM Foundation's activities and fund-raising needs.
- Develop and maintain a Professional Development Committee; recruit members to serve on the Committee as needed; hold regular Committee meetings and prepare relevant reports for the Board of Director and / or Chapter meetings.
- Annually provide information to the Chapter Manager / Administrator regarding Committee activities related to successful completion of the SHRM S.H.A.P.E. application.

### Requirements:

- Must be a SHRM-Columbus member in good standing.

## **PUBLIC RELATIONS COMMITTEE CHAIR**

### Position Summary:

Identify and acquire Human Resources related sponsors for chapter meetings and events. Manage the chapter outreach efforts in the community. Educate, promote, and represent the interests of the SHRM Foundation and its activities to the Chapter.

### Responsible To:

The members of the chapter  
The Chapter President-Elect

### Responsibilities:

- Network with other SHRM chapters and the Chamber of Commerce to obtain leads for potential sponsors.
- Identify other opportunities for networking with area businesses and organizations to obtain sponsor leads.
- Negotiate with potential sponsors regarding terms and conditions for chapter sponsorship arrangements.
- Communicate with the sponsors, in writing, chapter expectations and limitations applicable to solicitation of members.
- Recommend community service projects, generally human resources related, to be supported by the chapter.
- Make chapter members aware of community organizations that would be beneficial to HR professionals or businesses. Invite representatives of local community organizations to chapter meetings.
- In coordination with the Professional Development Chair, advise and update the Chapter membership of the SHRM Foundation's activities and fund-raising needs.
- Maintain liaison with the local Chamber of Commerce, business organizations, business news writers, and other community groups.
- Develop and maintain a Public Relations Committee; recruit members to serve on the Committee as needed; hold regular Committee meetings and prepare relevant reports for the Board of Director and / or Chapter meetings, as well as assist in the logistics of sponsorship presentations at chapter events.
- Annually provide information to the Chapter Manager / Administrator regarding Committee activities related to successful completion of the SHRM S.H.A.P.E. application.

### Requirements:

- Must be a SHRM-Columbus member in good standing.

## COLLEGE RELATIONS COMMITTEE CHAIR

### Position Summary:

Manage the scholarship programs and college outreach efforts. Act as Champion between SHRM Columbus Area and the local SHRM Student Chapter.

### Responsible To:

The members of the chapter  
The Chapter President-Elect  
State Council College Relations Director

### Responsibilities:

- Maintain scholarship application evaluation criteria; manage the processes from student application through selection and fund disbursement.
- Develop and maintain relationships with local College and University contacts in order to promote the scholarship program.
- Evaluate applications, validate qualifications are met and recommend recipients.
- Monitor the effectiveness of the scholarship program and make recommendations on changes (i.e., scholarship amount, number of recipients).
- Communicate with local faculty / colleges to provide classroom visits to discuss HR topics, the Chapter, internships / scholarships, SHRM membership, etc. Act as mentor to college students seeking a career in HR.
- Recommend community service projects that would impact students to be supported by the chapter.
- Develop and maintain a College Relations Committee; recruit members to serve on the Committee as needed; hold regular Committee meetings and prepare relevant reports for the Board of Director and / or Chapter meetings.
- Annually provide information to the Chapter Manager / Administrator regarding Committee activities related to successful completion of the SHRM S.H.A.P.E. application.

### Requirements:

- Must be a SHRM-Columbus member in good standing.

## MEMBERSHIP COMMITTEE CHAIR

### Position Summary:

Manage the membership function to successfully maintain and increase chapter membership.

### Responsible To:

The members of the chapter  
The Chapter President-Elect  
State Council Membership & At-Large Director

### Responsibilities:

- Greet all guests at monthly membership meetings ensure each new member is personally welcomed by the board and introduced at membership meetings.
- Develop strategies for attracting potential members and identifying candidates.
- Compile applicants' employment data and Membership Committee's recommendation for status; present to the Board of Directors at each month's meeting.
- Respond to requests for information about membership.
- Coordinate with the Chapter Manager to obtain membership data to be utilized in trending / data analysis, state and national reporting, annual budgeting, etc.
- Carry out ad hoc assignments of President (e.g., membership promotion, recommendation of membership criteria changes, etc.)
- Obtain lists of At-Large members (national SHRM members who are not members of any chapter) in your area from SHRM National to invite them to chapter events.
- Develop and maintain a Membership Committee; recruit members to serve on the Committee as needed; hold regular Committee meetings and prepare relevant reports for the Board of Director and / or Chapter meetings.
- Annually provide information to the Chapter Manager / Administrator regarding Committee activities related to successful completion of the SHRM S.H.A.P.E. application.

### Requirements:

- Must be a SHRM-Columbus member in good standing.

## HOSPITALITY COMMITTEE CHAIR

### Position Summary:

Welcome new members into the chapter and help coordinate the logistics of monthly member meetings. Responsible for identifying and coordinating Community Spotlight speakers.

### Responsible To:

The members of the chapter  
The Chapter President-Elect

### Responsibilities:

- Identify a monthly not for profit community spotlight speaker to each Chapter meeting.
- Send out welcome packets to new members after they are voted into the chapter each month. Inform new members of orientation meetings.
- Coordinate activities at the member meeting registration table, greet members / guests as they arrive, and assure that all financial transactions are recorded appropriately.
- Coordinate the Hospitality Committee and assure that at least two committee members are at each meeting to check in members and guests.
- May coordinate support for Chapter activities such as community service projects, fundraisers, etc.
- Develop and maintain a Hospitality Committee; recruit members to serve on the Committee as needed; hold regular Committee meetings and prepare relevant reports for the Board of Director and / or Chapter meetings.
- Annually provide information to the Chapter Manager / Administrator regarding Committee activities related to successful completion of the SHRM S.H.A.P.E. application.

### Requirements:

- Must be a SHRM-Columbus member in good standing.

## **WORKFORCE READINESS COMMITTEE CHAIR**

### Position Summary:

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

### Responsible To:

The members of the chapter  
The Chapter President-Elect  
State Council School-to-Work Director

### Responsibilities:

- Serve as advocate and program coordinator for workforce readiness chapter activities.
- Partner with local schools to share local workforce readiness information. Contact local school-to-work coordinators within the schools to discuss initiatives.
- Coordinate the chapter's efforts in the Georgia Industry Certification Program for local high schools.
- Identify and evaluate issues that impact workforce readiness and develop goals for chapter workforce readiness strategy.
- Monitor local activities concerning workforce readiness and provide timely information on education issues to the Board.
- Develop and support workshops and seminars that address workforce readiness issues.
- Develop and maintain a Workforce Readiness Committee; recruit members to serve on the Committee as needed; hold regular Committee meetings and prepare relevant reports for the Board of Director and / or Chapter meetings.
- Annually provide information to the Chapter Manager / Administrator regarding Committee activities related to successful completion of the SHRM S.H.A.P.E. application.

### Requirements:

- Must be a SHRM-Columbus member in good standing.

## CHAPTER MANAGEMENT PROFESSIONAL

### Responsible To:

The chapter President  
The chapter Board of Directors  
The members of the chapter

### Responsibilities:

- Upon the advice of the president, the Chapter Manager should issue notice of officer and Board of Directors' meetings. After consultation with the president, the Chapter Manager should prepare copies of the agenda for such meetings.
- Keep an up-to-date roster of names and addresses of all chapter members.
- Distribute to the membership all meeting announcements, newsletters, and other information. This information should also be sent to the district director and the state director.
- Transmit all necessary annual election information to the membership *and inform the SHRM State Director of the results.*
- Maintain all pertinent files as they relate to members, sponsors, events, Board meetings and other chapter business.
- Handle all correspondence in relation to SHRM membership applications and forward all applications to SHRM upon receipt.
- Assists in preparing submissions for chapter Pinnacle Award nominations, if applicable
- File in the Chapter Administration Guide or other permanent record:
  - Those original chapter bylaws and dated copies of each amendment to those bylaws.
  - A list of current officers, committee members, and general membership.
  - Copies of all chapter publications.
  - Approved and signed minutes of all Board of Directors and membership meetings.
- Accumulate information all year about the chapter and compile it for the SHAPE Report submitted to SHRM by January 31 each year.
- Maintains correspondence with officers, board members and membership.
- Sends invoices to members; coordinates with the Treasurer and membership committee on membership activity (validating numbers, member data, deposits, etc.).

### Requirements:

- Membership in SHRM-Columbus is preferred but not required, as this is a contracted position.
- Experience on the Board of Directors in a chair or vice-chair capacity is preferred but not required.