

Immediate Past State Council Director

Function

Serves as a member of the state council providing the continuity of leadership. Chair of the Council Nominating Committee. Provides advice and counsel to the state director.

Responsible To

The State Council Director

Responsibilities

1. Serves as a voting member of the state council and is expected to attend and participate in all council meetings.
2. Chairs the Council Nominating Committee.
3. Assists in the identification, recruitment and selection of future council leaders.
4. Prepares reports and related material for the state council director as a function of providing guidance.
5. Represents the council to SHRM chapters and the public as required.

Requirements

1. Must be an SHRM member in good standing. HRCI certification highly desirable.
2. Must have served a term of office as state council director.

State Council Director

Function

As the chief elected officer of the state council, establishes policy, strategies and objectives consistent with those of SHRM. Provides guidance to elected and volunteer members who are responsible for accomplishing state and SHRM objectives. Establishes goals in support of the SHRM mission and objectives.

Responsible To

The State Council
SHRM Regional Team

Responsibilities

1. Manages the affairs of the council as the chief elected officer.
2. Participates as the state's representative on the appropriate SHRM Regional Council. If elected, may represent the regional council on the Membership Advisory Council.
3. Presides over meetings of the council. As appropriate, conducts general membership meetings involving SHRM members within the state. Serves as an ex-officio member of all state committees.
4. Provides leadership for the council by:
 - a. Assigning responsibilities for achieving state and SHRM objectives.
 - b. Directing the activities, plans and objectives of the state council.
 - c. Evaluating the performance of all appointed council members. Counsels with individuals, as necessary, on ways to improve performance and to provide a maximum contribution toward goals and objectives.
5. Develops programs and undertakes activities to promote and support the following core leadership areas as defined by SHRM: Certification, College Relations, Diversity, Legislative Action, SHRM Foundation, and Workforce Readiness. Ensures that such core leadership areas are represented by roles on the state council.
6. Recommends policy and organizational changes to the council in coordination with SHRM Regional Team staff. Provides for implementation and execution of SHRM Board decisions.
7. Promotes the council and the profession by personal appearances and speaking engagements before SHRM chapters and other organizations.
8. Prepares regular reports for the Regional Team, regional council and/or the SHRM Board as required. Reports may include activities of chapters and the membership within the state. This would include, but is not limited to, minutes of council meetings.

Requirements

1. Must be an SHRM member in good standing. HRCI certification highly desirable.
2. Elected from the current year's council membership by its voting members no later than November of each year.
3. Serves a one-year term beginning the first day of January and ending the last day of December. May be re-elected for one additional one-year term for total service of two years.

State Council Director-Elect

Function

Serves as an "understudy" to the state council director. Works with the state council director to establish policy, strategies and objectives consistent with SHRM Board policies. Provides guidance to elected and volunteer staff who are responsible for accomplishing state and SHRM objectives.

Responsible To

The State Council Director

Responsibilities

1. In the absence of the state council director, manages the affairs of the council.
2. Oversees the activities of all state committees.
3. Promotes the state council and the profession by personal appearances and speaking engagements before SHRM chapters and other organizations within the state.

Requirements

1. Must be an SHRM member in good standing. HRCI certification highly desirable.
2. Nominated by the state council director and elected by the governing body of the state council.
3. Serves a one-year term beginning the first day of January and ending the last day of December. May be re-elected for one additional one-year term for a total service of two years.

Secretary

Function

Prepares the proceedings of all state council meetings, takes minutes, and maintains the records.

Responsible To

The State Council 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. Prepares and distributes meeting announcements and a draft agenda; prepares follow-up material, ensures records accurately reflect business matters and prepares reports associated with council meetings and activities.
3. Prepares minutes of council meetings and ensures appropriate distribution including copies to other council members and the SHRM Regional Team.
4. Recommends new policies and procedures to increase organizational effectiveness.
5. Performs other duties as assigned by the state director.

Requirements

1. Must be an SHRM member in good standing. HRCI certification highly desirable.
2. Nominated by the state council director and elected by the governing body of the state council.
3. Serves a one-year term beginning the first day of January and ending the last day of December. May be re-elected for one additional one-year term.

Treasurer

Function

Directs the financial affairs of the council. Serves as financial advisor and ensures the council's financial health. Maintains all financial records.

Responsible To

The State Council Director

Responsibilities

1. Serves as a voting member of the state council and is responsible for attending and participating in all meetings of the council.
2. Maintains all financial records of the state council required by law or SHRM.
3. Assesses the financial implications of proposed actions by the council. Observes the financial direction of the council, recognizes possible financial problems and brings such problems to the attention of the council for action.
4. Receives, holds and safeguards in the capacity of trustee and financial agent, all funds for the council. Disburses such funds only for normal and usual uses unless the council otherwise directs.
5. Prepares, interprets and disseminates periodic financial status reports for approval by the state council.
6. Prepares the annual budget of revenue and expenses and submits same for state council approval at its first meeting each year.
7. Reviews the state council's accounting and record keeping policies and procedures. Recommends or implements changes as indicated to protect and ensure the financial health of the council.
8. Reviews the state council's accounting and record keeping policies and procedures. Recommends or implements changes as indicated to protect and ensure the financial health of the council.
9. Performs other duties as assigned by the state council director.

Requirements

1. Must be an SHRM member in good standing. HRCI certification highly desirable.
2. Nominated by the state council director and elected by the governing body of the state council.
3. Serves a one-year term beginning the first day of January and ending the last day of December. May be re-elected for one additional one-year term for total service of two years.

Secretary/Treasurer

Function

Prepares the proceedings of all state council meetings, takes minutes, maintains the records, and directs the financial affairs of the council.

Responsible To

The State Council 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. Prepares and distributes meeting announcements and a draft agenda; prepares follow-up material, ensures records accurately reflect business matters and prepares reports associated with council meetings and activities.
3. Prepares minutes of council meetings and ensures appropriate distribution including copies to other council members and the SHRM Regional Team.
4. Recommends new policies and procedures to increase organizational effectiveness.
5. Maintains all financial records of the state council required by law or SHRM.
6. Prepares, interprets and disseminates periodic financial status reports for approval by the state council.
7. Prepares the annual budget of revenue and expenses and submits same for state council approval at its first meeting each year.
8. Receives, holds, and safeguards in the capacity of trustee and financial agent, all funds for the council. Disburses such funds only for normal and usual uses unless the council otherwise directs.
9. Prepares, interprets and disseminates periodic financial status reports for approval by the state council.
10. Reviews the state council's accounting and record keeping policies and procedures. Recommends or implements changes as indicated to protect and ensure the financial health of the council.
11. Performs other duties as assigned by the state council director.

Requirements

1. Must be an SHRM member in good standing. HRCI certification highly desirable.
2. Nominated by the state council director and elected by the governing body of the state council
3. Serves a one-year term beginning the first day of January and ending the last day of December. May be re-elected for one additional one-year term for a total service of two years.

Legislative Action Director

Function

Monitors and evaluates, on a continuing basis, pending federal, state, and local legislative, regulatory, and legal activities that may have an impact on the management of human resources. Communicates SHRM legislative affairs policies and goals to SHRM chapters and members within the state. Works in close cooperation with the SHRM Government Affairs headquarters staff in carrying out these tasks.

Responsible To

The State Council 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. Attends the SHRM Legislative Conference and participates/organizes hill visits.
3. Works in close cooperation with the Manager, Member Advocacy and the Manager, State Affairs on the SHRM headquarters staff. Identifies, evaluates and disseminates to chapters within the state issues of concern arising from potential legislation, regulatory and/or legal activities within the state which would potentially impact SHRM members or the profession.
4. Prepares and distributes semiannual summary and status report of pending state HR-related legislation. (Distribution to include each chapter within the state, the state council director and the Manager, State Affairs at SHRM headquarters.)
5. Actively promotes SHRM's legislative involvement program, HRVoice, to members. Educates members on the importance of communicating to congress and conducts "How To" session on using the SHRM "Write Your Member of Congress" feature on the SHRM web site or by individual letters/phone calls/faxes.
6. Develops and/or coordinates an annual state legislative conference.
7. Serves as primary contact for federal legislative issues to the Manager, Member Advocacy at SHRM headquarters. Provides follow-up to federal legislative alerts from SHRM headquarters by communicating to chapter legislative directors and SHRM members in general.
8. Presents legislative updates at chapter meetings and state conferences as requested.
9. Encourages and organizes state letter writing initiatives/competitions to federal and state legislators on pending issues and/or legislation or HR "hot topics".
10. May assist in the development of position papers, responses to legislative and regulatory offices, etc. May initiate actions responding to these matters within the state after coordination with the SHRM headquarters staff.
11. Recruits and coordinates a state contact list of SHRM members who are willing to participate in advanced legislative activities. These activities would include, but are not limited to, providing unique personal accounts on specific pieces of legislation to SHRM or for federal or state congressional use, serving as an "expert" resource/speaker for SHRM on a particular issue and testifying before either congress or the state legislature.
12. Develops and maintains contact with both state legislators and members of congress.
13. Works to develop relationships with business coalitions and other policy-making members or interest groups with shared interests in the legislative community.
14. In coordination with SHRM staff, initiates action in response to legislation, regulation or legal activities in the state.
15. In conjunction with the Manager, Member Advocacy organizes legislative hill visits at the SHRM Legislative Conference by communicating with participants and assigning specific topics or duties.
16. Responds to any other requests of the state director.

Requirements

1. Must be an SHRM member in good standing. HRCI certification highly desirable.
2. Appointment is made by the state council director.
3. Serves a one-year term beginning the first day of January and ending the last day of December. May be reappointed for two additional one-year terms for a total service of three years. It is advisable that an individual serves in this position for a multiple-year term.

Membership Director

Position Summary:

Provide leadership to membership activities in chapters, particularly assuring that chapter membership directors have access to resources necessary to recruit at-large SHRM members to chapters, local chapters members only to SHRM, and non-affiliated HR professionals to both organizations. Provide leadership to member engagement/retention measurement and strategies of chapters.

Responsibilities:

1. Provide leadership to chapter membership directors in all areas of membership responsibility.
2. Assure that chapter membership directors have access to best available resources for member recruitment and retention:
3. Track and report to state council statewide and chapter membership growth and other relevant membership data (e.g., demographic data on members).
 - o At-large members to chapters
 - o Local members only to SHRM
 - o Non-affiliated professionals to both organizations
 - o Engagement/retention of current chapter members
4. Track and report to state council statewide and chapter member retention rates.
5. Collect successful membership recruitment/retention initiatives to share with chapter membership directors.
6. Provide forum – e.g. state council meetings, conference calls – for chapter membership directors to discuss membership issues and share successful recruiting/retention practices.
7. Serve as resource for those chapters struggling to meet minimum standards in SHRM membership to assure that chapters are not disaffiliated for not meeting this requirement.
8. Encourage uniform membership requirements for all chapters based on the SHRM model for membership qualifications.
9. Attend state leadership conferences and state council meetings to assure representation for this critical area of responsibility.

Requirements

1. Must be an SHRM member in good standing. HR Certification Institute certification (PHR, SPHR, GPHR) highly desirable.
2. Appointment is made by the state council director.
3. Serves a term beginning the first day of January and ending the last day of December. May be reappointed for two additional one-year terms for a total service of three years.

District Director

Function

Serves as a council representative of a designated geographical area within a state. Provides leadership and communication to further the Society's goals and objectives between existing and future SHRM members and SHRM professional and student chapters.

Responsible To

The State Council 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. Promotes SHRM membership among practicing members of the human resource profession.
3. Identifies individuals who demonstrate effective leadership roles within his/her district for potential leadership involvement on the council.
4. Assists the council in the dissemination or development of information, providing timely and accurate response to proposals, surveys and questionnaires. Recommends policy changes as warranted.
5. Reports to the state council director on a regular basis concerning chapter/member activities, accomplishments and opportunities within his/her district.
6. Provides direction, assistance and support of professional development activities within the state and SHRM.
7. Develops and facilitates two-way communications between local SHRM chapters and the state council. Maintains contact with assigned chapters and attends chapter meetings and local board meetings on a regular basis.
8. Identifies and assists in the development of new SHRM professional chapters through the affiliation of existing human resource organizations and other interested human resource groups.
9. Works with chapter leaders to incorporate state and SHRM goals into local chapter activities. Promotes and encourages local chapter involvement in the SHRM professional and student chapter merit award program.
10. Enhances and expands government affairs activities and encourages member involvement at all levels within the state.

Requirements

1. Must be an SHRM member in good standing. HRCI certification highly desirable.
2. Appointed by the state council director.
3. Serves a one-year term beginning the first day of January and ending the last day of December. May be reappointed for two additional one-year terms for a total service of three years.

Professional Development Director

Function

Coordinates the human resource training and development activities for the state council, SHRM professional chapters and their members.

Responsible To

The State Council 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. Reports to the state director on a regular basis concerning chapter member training and development activities, accomplishments and opportunities within the state.
3. Assists the state council and chapters with human resource professional development programs for members.
4. Develops and/or conducts council orientation initiatives.
5. Conducts an annual leadership training program for state council and professional chapter leaders.
6. Develops and/or coordinates council orientation initiatives.
7. Maintains a clearinghouse of chapter speaker information and program topics. Coordinates a statewide HR speakers' bureau. Works with chapter leaders by providing resources for chapter programs.
8. Provides support and direction to chapter leaders to complete the SHRM Chapter Achievement Plan.

Requirements

1. Must be an SHRM member in good standing. HRCI certification highly desirable.
2. Appointment is made by the state director.
3. Serves a one-year term beginning the first day of January and ending the last day of December. May be reappointed for two additional one-year terms for a total service of three years.

SHRM Foundation Director

Function

Serves as an appointed member of the state council. Represents the interests of the SHRM Foundation and its activities to the state.

Responsible To

The State Council 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. Educates the chapters and the state council regarding the purpose and ongoing activities of the SHRM Foundation.
3. Encourages chapters and the state council to contribute financially to the SHRM Foundation as a show of support for the human resources profession.
4. Advises and updates the state council and chapters of the Foundation's activities and fund-raising needs.

Requirements

1. Must be an SHRM member in good standing. HRCI certification highly desirable.
2. Appointment is made by the state council director.
3. Serves a one-year term beginning the first day of January and ending the last day of December. May be reappointed for two additional one-year terms for a total service of three years.

Diversity Director

Function

Monitors and evaluates on a continuing basis state and local activities concerning diversity issues, and works with chapter diversity directors to encourage involvement at the chapter level.

Responsible To

The State Council 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.
1. Encourage the appointment of a diversity director at the chapter level within the state.
2. Develop and work with the chapters' diversity directors to ensure they have information and materials to promote diversity.
3. Develop and distribute information to the state council and chapters within the state on diversity.
4. Be available for presentations if and when appropriate, or help to identify programs or speakers for conferences or chapter programs.
5. Coordinate efforts in developing diversity initiatives that can serve as models for other chapters.
6. Work with chapter diversity directors to identify minorities and other diverse members in the state who might be interested in additional volunteer leadership opportunities.

Requirements

1. Must be an SHRM member in good standing. HRCI certification highly desirable.
2. Appointment is made by the state council director.
3. Should be able to visit chapters throughout the state.
4. Serves a one-year term beginning the first day of January and ending the last day of December. May be reappointed for two additional one-year terms for a total service of three years.

Workforce Readiness Director

Function

Monitors and evaluates on a continuing basis state and local activities concerning workforce readiness issues, and works with chapter workforce readiness advocates to plan and encourage chapter involvement and activities impacting the workforce readiness arena. Presents a report or update to the state council director and members on workforce readiness developments, issues, and/or initiatives.

Responsible To

The State Council 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. Serves as advocate for workforce readiness on state council and at other professional meetings and assists chapters in coordinating programs and other chapter activities on workforce readiness.
3. Identifies and evaluates issues which impact workforce readiness and develop goals for state council strategy.
4. Provides reports on issues to state council members and serves as advocate at state council activities for workforce readiness programs.
5. Serves as a resource for state council on workforce readiness issues and provides leadership to the chapters on these issues.
6. Monitors state and local activities concerning workforce readiness, workforce investment authorization, welfare-to-work, and education partnerships. Provides timely information on these issues to his/her state council director.
7. Works with the SHRM staff liaison on workforce readiness issues.
8. Develops and supports workshops and seminars which address workforce readiness initiatives and issues.
9. Provides special recognition for chapter members and for state and local programs that provide betterment of the workforce.
10. Responds to any other requirements of the state council director and SHRM staff liaison for workforce readiness.

Requirements

1. Must be an SHRM member in good standing. HRCI certification highly desirable.
2. Appointment is made by the state council director.
3. Serves a one-year term beginning the first day of January and ending the last day of December. May be reappointed for two additional one-year terms for a total service of three years.

College Relations Director

Function

Serves as an appointed member of the state council with responsibility to assist and promote student chapter activities within the state. Works closely with SHRM's Student Program Manager in carrying out these responsibilities. Communicates state and SHRM goals and policies relative to student chapters and student membership to the chapters in the state.

Responsible To

The State Council 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. Serves as a liaison between student chapters within the state and the state council.
3. Promotes the formation of new student chapters within the state by identifying potential sites and working with local professional chapters to develop these sites.
4. Serves as a communications link between student chapters and SHRM's Student Program Manager in disseminating information relative to student programs, scholarships, certification, student conferences, etc.
5. Encourages participation of student chapters in the HR Games on the state and/or regional level.
6. May coordinate a state student conference or promote student activities at professional conferences within the state, region or at the SHRM Annual Conference and Exposition.
7. Works with both faculty advisors and local professional chapter presidents to encourage student participation in local professional chapter meetings.
8. Encourages professional chapters and state council to offer assistance to student members through scholarship programs, internships, special student activities, or sponsorship at local, state, or national conference.
9. Encourages professional chapters and the state council to develop recognition programs for faculty advisors including, but not limited to, sponsorship at local, state, or SHRM conferences.
10. Provides guidance and direction to faculty advisors and chapter student liaison representative relative to organization of new chapters, integration of Student Merit Award Program into student chapter activities, and opportunities for integration of student and professional chapter goals.
11. Encourages student participation in SHRM publications (e.g. Echoes, SHRM Online) and in awards programs.

Requirements

1. Must be an SHRM member in good standing. HRCI certification highly desirable.
2. Appointment is made by the state council director.
3. Should be able to visit student chapters throughout the state and attend state conference, if applicable.
4. Serves a one-year term beginning the first day of January and ending the last day of December. May be reappointed for two additional one-year terms for a total service of three years.

State Conference Chair

Function

Serves as a member of the state council responsible for managing all activities related to running an annual state conference.

Responsible To

The State Council Director

Responsibilities

1. Serves as a voting member of the state council and is expected to attend and participate in all council meetings.
2. Appoints qualified individuals to manage specific functions related to the state conference with the objective of selecting individuals throughout the state.
3. Provides leadership and direction to state conference committee chairs and members. Monitors all activities related to the state conference.

Requirements

1. Must be an SHRM member in good standing. HRCI certification highly desirable.
2. Appointment is made by the state council director.
3. Serves a one-year term beginning the first day of January and ending the last day of December.

Technology Director

Function

Monitors, evaluates and advocates, on a continuing basis national, state and local activities concerning the use of information technology to facilitate better communication throughout the volunteer leadership of SHRM. Serves as the Web Master for the council.

Responsible To

The State Council Director

Responsibilities

1. Serves as a voting member of the state council and is expected to attend and participate in all council meetings.
2. Serves as a resource for the state council in the use of technology to improve record keeping and informational transfer with local chapters, at-large members, and SHRM staff.
3. Coordinates efforts in encouraging the development of consistent standards to facilitate better sharing of data at all levels of the leadership structure.
4. Serves as the webmaster for the state council.
5. Represents the volunteer leadership of the state to better communicate to SHRM staff the types of computer and technology related services that could assist volunteer leaders in furthering the goals and objectives of SHRM.

Requirements

1. Must be an SHRM member in good standing. HRCI certification highly desirable.
2. Appointment is made by the state council director.
3. Serves a term beginning the first day of January and ending the last day of December. May be reappointed for two additional one-year terms for a total service of three years.

At-Large Director

Function

Serves as an appointed representative of at-large SHRM members within the state or a geographical portion of the state. Provides leadership and communication for this segment of the SHRM membership. Represents the interest of the at-large membership at state council meetings.

Responsible To

The State Council Director

Responsibilities

1. Promotes state and SHRM objectives and activities among practicing members of the human resource profession.
2. Serves as a voting member of the state council. Attends and participates in all meetings scheduled by the council.
3. Informs the council of at-large members who indicate an interest and have demonstrated potential for leadership positions.
4. Assists the council in the dissemination of information; provides timely and accurate responses to proposals, surveys and questionnaires. Recommends policy changes as appropriate.
5. Performs special assignments as requested by state and/or SHRM leadership.
6. Provides assistance and support for professional development activities within the state and/or national organizations.
7. Facilitates two-way communication between the council leadership and the membership.

Requirements

1. Must be an at-large SHRM member (not chapter affiliated) in good standing. HRCI certification highly desirable.
2. Appointment is made by the state council director.
3. Serves a one-year term beginning the first day of January and ending the last day of December. May be reappointed for two additional one-year terms for a total service of three years.