

## Position Description President

### Function

Provide leadership to the local chapter consistent with SHRM and HR Virginia policy, strategies, and objectives. Effectively operate the chapter so that the needs of the board and chapter 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

Chapter membership  
State council president

### Responsibilities

- Conduct the business of the chapter in accordance with the chapter bylaws and serve as chairperson of the chapter's board of directors.
- Preside over the activities of all directors, chairpersons, and committees to ensure the accomplishment of chapter goals, objectives, and strategies.
- Monitor and approve the use, accounting, and handling of chapter funds and resources.
- Chair all meetings of chapter membership and board of directors, including monthly board and chapter meetings, socials, seminars, and events.
- Accumulate information all year about the chapter and compile it for the SHRM Affiliate Program for Excellence (SHAPE) Year-End Report submitted to SHRM by January 31<sup>st</sup> each year.
- Develop a slate of qualified candidates for open positions on the board of directors in accordance with the bylaws. Communicate the nominees to fill open positions to the membership for a vote. Swear in new board members and oversee onboarding process of new board members.
- Oversee and update all award submissions to the state council and SHRM each year (i.e., HR Virginia IMPACT - Best Practices award, SHRM Excel award, SHRM Pinnacle award, etc.).
- Lead the development and implementation of short-term and long-term strategic planning for the chapter, including conducting quarterly strategic business board meetings.
- Maintain communication with the HR Virginia Southern district director and participate in district quarterly calls and events.
- Attend all state council meetings and actively participate in state council matters. Submit Quarterly Chapter President report and serve on state council as the elected representative of the Chapter. Appoint proxy to attend state council meetings when unable to attend.
- Attend and participate in all state council quarterly best practices calls as required by State Council.
- Maintain communication with the state council director and SHRM Regional Team.



- Communicate state, regional and SHRM's goals, policies, and programs to chapter members.
- Represent the state council to local chapter leaders and membership.
- Promote and recruit chapter partnerships in the business community.
- Attend the Annual HR Virginia Volunteer Leadership Conference and select other board members to attend on behalf of the chapter
- Attend the Annual SHRM Volunteer Leaders' Business Meeting
- Participate in SHRM Core Leadership Area (CLA) conference calls and webinars as applicable.
- Follow the SHRM Code of Ethics.
- Represent the chapter in the Human Resource and business community.
- Perform other duties and projects as needed.

### **Requirements**

Must be a SHRM national and chapter member in good standing.