PRESIDENT

BOARD OF DIRECTORS JOB DESCRIPTION

POSITION TYPE	TERM	ESTIMATED TIME COMMITMENT	RESPONSIBLE TO
Officer of the Board	Two years Then transitions to Past President	Approximately 10-15 hours per month, plus additional time for travel to SHRM, Michigan SHRM, and other leadership meetings or events.	VSHRM Members and Board of Directors

POSITION SUMMARY

The President provides overall leadership for VSHRM, guiding Chapter strategy, governance, and operations while supporting the Board and representing VSHRM with SHRM, Michigan SHRM, and the broader HR community.

RECOMMENDED SKILLSET

- Strong leadership and communication skills
- Comfortable leading meetings and setting priorities
- Organized with good follow-through
- Able to build relationships and encourage collaboration
- Comfortable making decisions and addressing issues
- Willing to learn and apply Chapter governance and SHRM affiliation requirements

RESPONSIBILITIES

1. Provide overall leadership and direction for VSHRM and serve as Chair of the Board.
2. Conduct Chapter business in accordance with VSHRM bylaws, policies, and SHRM affiliation requirements.
3. Lead Board and Chapter meetings and work with the Secretary to ensure official meeting records are maintained.
4. Support Board members in carrying out their responsibilities and encourage collaboration across roles.
5. Lead strategic planning and monitor progress toward Chapter goals and priorities.
6. Work with the Treasurer and Board to provide appropriate oversight of Chapter finances and resources.
7. Work with the Secretary and President-Elect to maintain organized Chapter records and leadership continuity using the Chapter's centralized digital systems (currently Basecamp and Google Drive).
8. Maintain required Board and volunteer leader information with SHRM and complete applicable Chapter leadership reporting.
9. Serve as VSHRM's primary liaison with SHRM and Michigan SHRM and communicate relevant requirements, opportunities, and information to the Board.
10. Work closely with the President-Elect on succession planning and leadership transition.
11. Represent and promote VSHRM within the HR and business community.
12. Maintain current role information, procedures, key contacts, resources, and other transition materials in the Chapter's designated systems (currently Basecamp and Google Drive) to support continuity and future Board leaders.
13. Expected to attend and lead all Board and regularly scheduled Chapter meetings, except when circumstances prevent attendance, and participate in applicable SHRM and Michigan SHRM leadership meetings and events.

REQUIREMENTS

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

RESOURCES AVAILABLE

SHRM provides resources through the Volunteer Leader Resource Center (VLRC), including Chapter governance resources, position guidance, best practices, and other tools for volunteer leaders. Contact the VSHRM President for access to the VLRC and other SHRM volunteer leader resources. Additional resources may include the Volunteer Leader Playbook, Affiliate Management Portal (AMP), CLA webcasts, webinars for volunteer leaders, and SHRM governance and strategic planning resources.

VLRC: https://vlrc.shrm.org/s/