

GENERAL BOARD MEMBER RESPONSIBILITIES & BENEFITS OF BEING A VOLUNTEER

Thank you for your interest in becoming involved in your local SHRM chapter. Each Board position has a specific position description. However, here are some general requirements that should be considered before deciding to run for office.

- Be an active Board member. This includes attending chapter meetings and board meetings. It also includes being prepared for Board meetings, asking critical questions, and helping the Board come to agreement in making decisions that affect chapter membership.
- Know or build your knowledge about your chapter, SHRM, and its governing bylaws. Learn about SHRM and its role with your chapter. The SHRM Leadership Guide is available online in the Volunteer Leader's Resource Center (VLRC) to assist you. (link: <https://community.shrm.org/vlrc/home>)
- Stay informed of trends in the field of human resources and timely issues affecting your chapter.
- Abstain from activities that may appear to create a conflict of interest. Follow the SHRM Code of Ethics. (link = <https://www.shrm.org/about-shrm/pages/code-of-ethics.aspx>)
- Be willing to provide contacts and resources to help your chapter grow and develop as an organization.
- Maintain confidentiality, as appropriate, of chapter Board issues and membership data.
- Be a chapter member in good standing. SHRM membership is not required (except for chapter presidents), but is strongly encouraged.

Some benefits of becoming a chapter Board member include:

- The chance to make an impact and assist in the development of your chapter and the HR profession.
- The chance to develop and expand your leadership skills.
- An opportunity to be recognized as a leader in the field of human resources.
- BGSHRM membership dues are waived for Directors and Chairs. Officer roles additionally include waived meeting/meal fees! *This does not include BGSHRM special events.*
- Hours spent as a volunteer leader can be counted toward re-certification hours for HRCI.
- The opportunity to apply for an SHRM Foundation Scholarship. Each Region 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 opportunity to attend SHRM's Annual Leadership Conference in November! Conference is FREE for Chapter President OR President-Elect, including accommodations (SHRM membership required for attendees). The incoming president-elect is only eligible for complimentary registration if the incoming chapter president is unable to attend. If both attend, the president-elect must register as an additional chapter attendee (\$450 for 2018), which will be covered by the cost of the BGSHRM Chapter. (link: <https://www.shrm.org/mlp/pages/vls2018.aspx>)

If you have any questions regarding this information or you would like to get more information about a specific Board position, please contact your chapter President. Thanks again for considering the donation of your time and effort to assist your chapter become the best that it can be. We congratulate you on your interest in and willingness to serve your chapter and your profession.

JOB DESCRIPTION

Position title:	President	Effective:	
Reports to:	State Council Director	Status:	Volunteer
Level:	Officer, Chapter	Term:	2nd year of a 3 Year Commitment

Position Summary

Provide leadership to the local chapter 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.

Responsible To:

- The Board of Directors
- The Members of the Chapter
- The State Council Director

Position Responsibilities

- Conduct the business of the chapter in accordance with the chapter bylaws and serve as chairperson of the chapter's board of directors.
- Chair all board of director meetings. Coordinate logistics for monthly board meetings (location, reservation, agenda).
- 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.
- Accumulate information during year of term, about the chapter and compile it for the SHRM Affiliate Plan for Excellence (SHAPE) submitted to SHRM by January 31 the following year (required each year). Submission of the SHAPE is required by SHRM and covers the year previous calendar year.
- Prepares submissions for chapter Pinnacle Award nominations, if applicable.
- Serve as chair to the Bylaws Committee.
- As chair of Nominating Committee, 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.
- Participate in the annual SHRM Volunteer Leadership Summit; encouraged to attend annual State and National Conferences.
- Participate in/Lead the development and implementation of short-term and long-term strategic planning for the chapter.

- 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 communication with the state council director and the SHRM Regional Team.
- Communicate state, regional and/or SHRM's goals, policies, and programs to chapter members.
- Represent the chapter in the human resources community.
- Attend and participate in all monthly chapter and board of directors meetings.
- Represent the state council to local chapter leaders and the membership.
- Upon completion of the position's term, assist the incoming President to assure a smooth transition of responsibilities and continuity of knowledge and resources.

Requirements:

- Must be a SHRM member in good standing for entire term of office

Resources Available:

- SHRM supplies the following resources for Chapter Presidents:
 - SHRM Affiliate Plan for Excellence (SHAPE) Planning Workbook
 - Award Programs (Pinnacle, etc.)
 - Chapter Best Practices
 - Chapter Position Descriptions
 - SHRM Guide to Chapter Financial Management
 - SHRM-Approved Graphics
 - SHRM Graphics Standards Manual for Affiliates
 - SHRM Leaders Guide
 - SHRM Strategic Planning Toolkit
 - Succession Planning for Your Chapter BoardAnd MUCH MORE...available online at www.shrm.org/vlrc

JOB DESCRIPTION

Position title:	President-Elect	Effective:	
Reports to:	President	Status:	Volunteer
Level:	Officer, Chapter	Term:	1st year of a 3 Year Commitment

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

Position Responsibilities

- 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 board of directors meetings.
- Coordinate efforts with other members of the chapter board of directors to best serve the membership.
- Be a mentor and resource to select board positions as identified by the President.
- Participate in the development and implementation of strategic planning for the chapter.
- Assists the President to ensure compliance with the SHAPE program.
- As chair of Nominating Committee, 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.
- Serve as the liaison between the chapter and meeting/event venue by reserving facilities for monthly chapter meetings and special events, ensure A/V equipment is prepared for the meeting (i.e., screen, microphone, overhead projector), and submitting meeting headcount, dietary restrictions and presentations (business update and speaker) to venue prior to meeting.
- Participate in the annual SHRM Volunteer Leadership Summit; encouraged to attend annual State and National Conferences.
- Review final preparations for meetings to assure that meetings run smoothly.

- Represent the chapter in the human resources community.
- Attend and participate in all monthly chapter and board of directors meetings.
- Upon completion of position's term, assist the incoming President-Elect to assure a smooth transition of responsibilities and continuity of knowledge and resources.

Requirements:

- Must be a SHRM member in good standing for entire term of office
- Must have at least one year of membership in the Chapter
- Must have served a minimum of one year on the board for nomination
- Must be willing to be in succession plan for the President and Past-President positions (3 year commitment)

Resources Available:

- SHRM supplies the following resources for Chapter Presidents-Elects:
 - SHRM Affiliate Program for Excellence (SHAPE)
 - Chapter Best Practices
 - Chapter Position Descriptions
 - SHRM Guide to Chapter Financial Management
 - SHRM-Approved Graphics for Chapters
 - SHRM Graphics Standards Manual for Affiliates
 - SHRM Leaders Guide
 - SHRM Strategic Planning Toolkit
 - Guide to Hosting an SHRM Speaker
 - SHRM Speakers Bureau
 - SHRM Chapter Speaker ProgramAnd MUCH MORE...available online at www.shrm.org/vlrc

JOB DESCRIPTION

Position title:	Immediate Past-President	Effective:	
Reports to:	President	Status:	Volunteer
Level:	Board Member, Chapter	Term:	3rd year of a 3 year Commitment

Position Summary:

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.

Responsible To:

- The Chapter President
- The Chapter Board of Directors
- The Members of the Chapter

Position Responsibilities

- 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 Committee and Nominating Committees.
- As chair of Bylaws Committee, review bylaws and recommend any needed changes to board of directors.
- As chair of Nominating Committee, 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.
- Be a mentor and resource to select board positions as identified by the President.
- Mentors and assists the President in completion of the SHRM Affiliate Plan for Excellence (SHAPE) program, to ensure compliance with SHAPE; assists with the submission for chapter Pinnacle Award nominations, as applicable.
- Represent the chapter in the human resources community.
- Maintain communication with the state council and SHRM staff, as needed.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Attend and participate in all monthly chapter and board of directors meetings.
- Upon completion of position's term, assist the incoming Past-President to assure a smooth transition of responsibilities and continuity of knowledge and resources.

Requirements:

- Must be a SHRM member in good standing for entire term of office
- Following term, must maintain Professional Membership requirements or SHRM membership to vote or hold office

Resources Available:

- SHRM supplies the following resources for Chapter Past-Presidents:
 - SHRM Affiliate Plan for Excellence (SHAPE)
 - Chapter Best Practices
 - Chapter Position Descriptions
 - SHRM Leaders Guide
 - SHRM Strategic Planning ToolkitAnd MUCH MORE...available online at www.shrm.org/vlrc

JOB DESCRIPTION

Position title:	Secretary/Business Manager	Effective:	
Reports to:	President	Status:	Volunteer
Level:	Officer, Chapter	Term:	2 years Beginning in odd-numbered years

Position Summary:

Take minutes of chapter meetings, provide notice of meetings and general correspondence. Maintain chapter records and history. Provide logistical and clerical assistance to the President for monthly board meetings.

Responsible To:

- The Members of the Chapter
- The Chapter President

Position Responsibilities

- At the request of the president, the secretary/business manager should issue notice of board of directors' meetings. At the request of the president, the secretary/business manager may be required to provide copies of the agenda for meetings.
- Prior to meetings, request board updates from board of directors' for monthly board meetings.
- Keep an up-to-date roster of names, addresses and telephone numbers of all board members.
- Purchases board member name badges, business cards and other required materials.
- Maintain a record of attendance for all board of directors' meetings and regular chapter meetings. Prepare the minutes of all board of director' meetings. Distribute minutes within two weeks of meeting, to board members.
- Responsible for meeting registration process at regular monthly meetings to include preparing name badges, checking members in, and assisting the Treasurer in collection unpaid meeting dues. Updates meeting attendance in online system for tracking.
- Check BGSHRM's P.O. Box, along with Treasurer, and distribute mail to appropriate Board Member(s).
- Serves as Accounts Payable representative for BGSHRM – has access to the chapter bank credit card to streamline chapter purchases and payments. Serves as a check and balance to the Treasurer (Accounts Receivable).
- File in the Chapter Procedures Manual or other permanent record:
 - Those original chapter bylaws and dated copies of each amendment of 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 meetings
 - Chapter Charter
 - Legal documents such as IRS Letters of Determination, Articles of Incorporation

- Maintains bylaws of chapter and drafts updates as necessary for chapter voting.
- Attend and participate in all monthly chapter and board of directors meetings.
- Participate in the development & implementation of short and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Upon completion of the position's term, assist the incoming Secretary/Business Manager to assure a smooth transition of responsibilities and continuity of knowledge and resources.

Requirements:

- Must be a SHRM member in good standing for entire term of office
- Must have at least one year of membership in the Chapter

Resources Available:

- SHRM supplies the following resources for Chapter Secretary/Business Managers:
 - SHRM Affiliate Plan for Excellence (SHAPE)
 - Chapter Best Practices
 - Guide to Maintaining Your Chapter's History
 - Secretary's Guide to Taking Minutes
 - SHRM Leaders GuideAnd MUCH MORE...available online at www.shrm.org/vlrc

JOB DESCRIPTION

Position title:	Treasurer	Effective:	
Reports to:	President	Status:	Volunteer
Level:	Officer, Chapter	Term:	2 years Beginning in even-numbered years

Position Summary:

Act as financial officer and advisor to chapter board of directors. Send dues notices and other invoices to members. File appropriate forms and information with IRS.

Responsible To:

- The Members of the Chapter
- The Chapter President

Position Responsibilities

- Fulfill the role of financial officer and advisor.
- Review/evaluate budget from previous year; work with board to develop the coming year's operation budget, including asking for budget requests and feedback on use of funds. Present budget to board for vote and approval to be finalized no later than the March board meeting.
- Track expenses and income on a monthly basis and investigate discrepancies. Balance account tracking with income/expenses. Track monthly expenses on budget spreadsheet, comparing YTD balances vs budget.
- Regularly (monthly) audit finances and outstanding balances – follow up on unpaid dues.
- Regularly (monthly) report the financial status of the chapter to the board of directors.
- Oversee the activities of the chapter accounting and bookkeeping support positions, if applicable.
- Secure annual board of directors and chapter insurance, as necessary.
- The treasurer, as an elected officer of the chapter, is a responsible member of the chapter's board of directors and must take part in discussion and action on all business of the chapter.
- The treasurer shall receive, hold, and safeguard in the capacity of trustee and financial agent, all funds for the chapter.
- The treasurer shall disburse such funds only for normal and usual uses unless the chapter's board of directors shall otherwise direct.
- 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.
- Assess the financial implications of proposed actions by the board of directors.
- Check BGSHRM's P.O. Box, along with Secretary/Business Manager, and distribute mail to appropriate Board Member(s).
- Review chapter accounting and record keeping policies and procedures; recommend or implement changes as necessary to protect and ensure the financial health of the chapter.

- Ensure financial information is up to date and accessible to board, as approved by the President.
- Attend and participate in all monthly chapter and board of directors meetings.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Upon completion of the position's term, assist the incoming Treasurer to assure a smooth transition of responsibilities and continuity of knowledge and resources.

Requirements:

- Must be a SHRM member in good standing for entire term of office
- Must have at least one year of membership in the Chapter

Resources Available:

- SHRM supplies the following resources for Chapter Treasurers:
 - SHRM Guide to Chapter Financial Management
 - Fundamentals of Chapter Operations
 - SHRM Leaders Guide
 - Treasurer's Quick GuideAnd MUCH MORE...available online at www.shrm.org/vlrc

JOB DESCRIPTION

Position title:	Membership Director	Effective:	
Reports to:	President	Status:	Volunteer
Level:	Board Member, Chapter	Term:	2 years Beginning in odd-numbered years

Position Summary:

Manage the membership function to successfully maintain and achieve an increase in chapter membership and SHRM membership.

Responsible To:

- The Members of the Chapter
- The Chapter President
- State Council Membership and At-Large Director

Position Responsibilities

- Respond to requests for information about membership through telephone calls, personal contacts, and correspondence.
- Notify each applicant in writing of membership status; contact applicants from whom more information is needed to evaluate application.
- Keep an up-to-date roster of names and addresses of all chapter members. If addresses are changed, notify SHRM headquarters as applicable.
- Present membership application updates to the board at monthly board meetings.
- Ensure membership information located in the chapter database is regularly reviewed and kept up-to-date; notify members to contact membership if they require any changes to their contact information; periodically check with members whose email addresses no longer work to obtain their updated information.
- Audit Chapter Roster and SHRM-National's Membership Director for chapter to find expiring/expired members and remind them to renew their membership with both BGSHRM and National SHRM.
- Obtain quarterly lists of at-large members (*SHRM members who aren't members of any chapter*) in area through the online request form. Source those lists to invite at-large members to chapter events. Utilize National SHRM for e-blasts (two emails allowed per calendar year).
- Run membership table at all chapter meetings as a resource for new members, guests that may want to join, or providing information on SHRM membership.
- Greet all guests at monthly chapter meetings to ensure each new member is personally welcomed by the board and introduced at meetings. This may include organizing a "buddy system" for new members.
- Direct and support the activities of applicable committees, to include membership committee and hospitality committee. Coordinate their activities to support the chapter's mission. Recruit members to serve on these committees.

- Review membership policies, procedures and criteria annually to ensure consistency with National SHRM membership requirements for chapters. Recommend or implement changes as necessary.
- Maintain supplies of membership materials, chapter and SHRM membership applications, informational brochures, etc. and bring to monthly luncheons.
- Plan prospective member events such as new member orientation or socials.
- Carry out ad hoc assignments of president (e.g., membership promotion, recommendation of membership criteria changes, etc.).
- Attend and participate in all monthly chapter and board of directors meetings.
- Participate in the SHRM Membership Core Leadership Area conference calls and webcasts.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Complete other assignments as requested by the president or the board of directors.

Requirements:

- Must be a SHRM member in good standing with Chapter
- Must have at least one year of membership in the Chapter

Resources Available:

- SHRM supplies the following resources for Chapter Membership/At-Large Directors:
 - SHRM Membership Recruitment and Retention Toolkit
 - Auditing Your Chapter Roster
 - Chapter Best Practices
 - Chapter Position Descriptions
 - Involving Senior HR ProfessionalsAnd MUCH MORE...available online at www.shrm.org/vlrc

JOB DESCRIPTION

Position title:	Programs Director	Effective:	
Reports to:	President	Status:	Volunteer
Level:	Board Member, Chapter	Term:	2 years Beginning in even-numbered years

Position Summary:

Manage the activities of the program committee to provide monthly programs for the chapter membership.

Responsible To:

- The Members of the Chapter
- The Chapter President

Position Responsibilities

- Chair meetings of the program committee to select topics and speakers for monthly program and/or satellite meetings in order to provide information on topics of broad interest to chapter members.
- Recruit members to serve on program committee.
- Coordinate efforts with other members of the chapter board of directors to best serve the membership.
- Serve as resource to committee members in arranging monthly meetings.
- Contact potential speakers and make arrangements for selected meetings. Write articles/descriptions for newsletters/emails/website, describing the programs.
- Submit content for Professional Development Credits (PDCs) and ensure content is approved for a certification recognized by SHRM.
- Provide information regarding programs to appropriate board directors.
- Review final preparations for monthly chapter meetings to assure that meetings run smoothly; print and provide certification certificates at monthly meetings (if not printed, must distribute electronically to the appropriate parties).
- Review program evaluations for feedback to be used in planning future events.
- Serve as liaison between the members of the program committee.
- Maintains Professional Development webpage or other related pages, to include upcoming HR-related seminars.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend and participate in all monthly chapter and board of directors meetings.

Requirements:

- Must be a SHRM member in good standing with Chapter
- Must have at least one year of membership in the Chapter

Resources Available:

- SHRM supplies the following resources for Chapter Program Directors:
 - Chapter Best Practices (including program ideas)
 - Chapter Position Descriptions
 - Guide to Hosting an SHRM Speaker
 - SHRM Speakers Bureau
 - SHRM Chapter Speaker ProgramAnd MUCH MORE...available online at www.shrm.org/vlrc

JOB DESCRIPTION

Position title:	Communications Director - External	Effective:	
Reports to:	President	Status:	Volunteer
Level:	Board Member, Chapter	Term:	2 years Beginning in odd-numbered years

Position Summary:

Oversee and manage the marketing, sponsorships, and public relations activities of the chapter. Promote awareness of the purpose and actions of the chapter through ongoing communication efforts using social media tools.

Responsible To:

- The Members of the Chapter
- The Chapter President

Position Responsibilities

- Sponsorships:
 - Compile a prospect list of sponsors, consisting of past and potential new partners.
 - Research, identify, solicit and obtain sponsors for chapter meetings and special events.
 - Obtain company information, electronic images/logos from sponsors to be used in marketing and promotion.
 - Work with treasurer to invoice and obtain sponsor funds.
 - Electronically track and log monthly sponsors.
 - Fulfill sponsorship packages re: email and social media expectations. Coordinate with Internal Communications to ensure sponsor logos are included on website event and email communications.
 - Work with board leadership to ensure sponsors receive all contracted amenities and applicable recognition.
 - Follow-up after the chapter meeting and special events thanking sponsors personally for their support.
 - Manage and maintain sponsorship packages annually.
- Marketing/Media
 - Partner with Internal Communications and other board positions to promote chapter events to HR Professionals.
 - Provide timely and comprehensive information to chapter members about programs, workshops, and other matters of interest via chapter publications and social media websites.
 - Communicate with local media sources to ensure community awareness of chapter activities, events and awards.
 - Take photos of members at monthly chapter meetings or have members submit photos for publication on social media and website.
 - Responsible for all media marketing: Television, Radio, Podcasts, and Newspaper. Partner with the Internal Communications for marketing via website and social media.

- **General Functions**
 - Establish funding objectives as part of the budgeting process.
 - Evaluate social media landscape and decide what platforms will be good tools for the chapter; work to understand and develop an effective strategy for use of new media.
 - Work to educate board of directors about the use of new media, both from a technical prospective and from a business approach.
 - Develop relationship with SHRM to understand SHRM's position on social media, and help promote their position at the local level.
 - Consult with other chapter representatives to compare best practices on use of new media, in various applications, and how they are used to promote local chapters and local conferences.
 - Performs other related projects as agreed upon.
 - Maintain and build relationships with sponsors, key industry partners and members of the press.
 - Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
 - Represent the chapter in the human resource community.
 - Attend and participate in all monthly chapter and board of directors meetings.
 - Upon completion of the position's term, assist the incoming Director to assure a smooth transition of responsibilities and continuity of knowledge and resources.

Requirements:

- Experience with marketing, communications and/or public relations preferred; experience using social media platforms such as Twitter, LinkedIn and Facebook

Resources Available:

- SHRM supplies the following resources for Chapter Communication Directors:
 - Chapter Best Practices
 - Chapter Web Site Toolkit
 - How to Publish a Chapter Newsletter
 - SHRM-Approved Graphics for Chapters & SHRM Graphic Standards Manual for Affiliates
 - SHRM Leaders Guide
 - Working with the Media
 - And MUCH MORE...available online at www.shrm.org/vlrc

JOB DESCRIPTION

Position title:	Communications Director - Internal	Effective:	
Reports to:	President	Status:	Volunteer
Level:	Board Member, Chapter	Term:	2 years Beginning in odd-numbered years

Position Summary:

Create and/or maintain the chapter website. Provide notice of meetings and general correspondence. Create and maintain a favorable image of the chapter working for the professional development of its members by keeping membership informed of chapter projects, activities and upcoming meetings.

Responsible To:

- The Members of the Chapter
- The Chapter President

Position Responsibilities

- Handle requests for communication with members and forward information and/or requests to appropriate board member.
- Create and/or maintain web site for content and design. Edit web pages, post PDF files, create new links, post SHRM and chapter information as needed to keep web site current. Respond to member questions and problems regarding web site.
- Compile, edit, design, and lay out the final copy of the newsletter. Coordinates with board directors for newsletter content. Ensure that issues are distributed via e-mail in a timely manner. Establish a reporting network, plan issue, and write the final copy (or edit copy supplied by others) for each issue.
- Posts BGSHRM, SHRM, Certification and other important related news on website for members.
- Oversees chapter Career Center to include posting HR related positions and billing non-members for job postings (in coordination with Treasurer).
- Test and monitor web site to ensure stability and functionality.
- Communicate with chapter board of directors to make sure all information on the web site is accurate and up-to-date.
- Create, as needed, web-based response forms for surveys, etc. which includes sending out monthly chapter meeting surveys for feedback following the conclusion of the event.
- Distribute to the membership all meeting announcements, newsletters, and other information. This information should also be sent to the district director, the state director, and SHRM Regional Team.
- Attend and participate in all monthly chapter and board of directors meetings.

- Participate in the development & implementation of short and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Upon completion of the position's term, assist the incoming Director to assure a smooth transition of responsibilities and continuity of knowledge and resources.

Requirements:

- Experience with internet technology (web editing tools, HTML) as it relates to websites is preferred

Resources Available:

- SHRM supplies the following resources for Chapter Communication Directors:
 - Chapter Best Practices
 - Chapter Position Descriptions
 - Chapter Web Site Toolkit
 - How to Publish a Chapter Newsletter
 - SHRM-Approved Graphics for Chapters & SHRM Graphic Standards Manual for Affiliates
 - SHRM Leaders Guide
 - Working with the MediaAnd MUCH MORE...available online at www.shrm.org/vlrc

JOB DESCRIPTION

Position title:	Student Relations Director	Effective:	
Reports to:	President	Status:	Volunteer
Level:	Board Member, Chapter	Term:	2 years Beginning in odd-numbered years

Position Summary:

Serve as the liaison between the local student SHRM Chapters and BGSHRM.

Responsible To:

- The Members of the Chapter
- The Chapter President
- State Council College Relations Director

Position Responsibilities

- Serve as liaison between Student Board Members and Chapter Board Members.
- Attend Student Chapter SHRM meetings.
- Help develop programs to enhance student involvement in Chapter activities.
- Develop and maintain mentor program with local students.
- Coordinate presentations to students in the fall to encourage involvement in SHRM.
- Promote internship and scholarship program to local colleges and universities.
- Develop and oversee internship program. Send out requests to local HR professionals/chapter members requesting internship postings. Forward openings to members of local student chapters or to faculty members.
- Develop scholarship program, application, and evaluation criteria. Evaluate applications and recommend 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.
- Ensure Student Relations webpage is up to date with relevant content regarding Student Relations and student chapters.
- Maintain communication with the state council Student Relations (College Relations) director and SHRM Staff as needed.
- Participate in the SHRM College Relations Core Leadership Area conference calls and webcasts.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.

- Represent the chapter in the human resources community.
- Attend and participate in all monthly chapter and board of directors meetings.
- Upon completion of the position's term, assist the incoming Director to assure a smooth transition of responsibilities and continuity of knowledge and resources.

Resources Available:

- SHRM supplies the following resources for Chapter College Relations Directors:
 - Chapter Best Practices
 - Chapter Position Descriptions
 - SHRM Leaders Guide
 - And MUCH MORE...available online at www.shrm.org/vlrc
- SHRM's Student Programs Website is available at <http://www.shrm.org/students/>
 - Here, you will find a toolkit to help you start a student chapter, work with students, start a mentor or intern program, and more.
 - There is also a College Relations Toolkit - <http://www.shrm.org/students/StudentChapterToolkit.pdf>

JOB DESCRIPTION

Position title:	Legislative Affairs Director	Effective:	
Reports to:	President	Status:	Volunteer
Level:	Board Member, Chapter	Term:	2 years Beginning in even-numbered years

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.

Responsible To:

- The Members of the Chapter
- The Chapter President
- State Council Legislative Director

Position Responsibilities

- Regularly present a legislative report or update to the chapter president, board 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 SHRM headquarters staff in carrying out these responsibilities.
- Maintain contact with state legislators and Member of Congress.
- Monitor state and local government activities and provide timely information on public policy issues to the chapter president, state council legislative affairs director, and the SHRM's Governmental Affairs Department.
- Encourage chapter members to respond to legislative alerts issued by SHRM's Government Affairs Team.
- Work in close cooperation with the state council legislative affairs director and SHRM's Governmental Affairs Department.
- Serve as a program speaker and advocate at chapter activities or other professional meetings.
- Develop and support workshops and seminars that address public affairs issues.
- Respond to any other requirements of the chapter president and state council legislative affairs director.
- Inform chapter members about SHRM's Advocacy Team (A-Team) program and how to use the letter-writing feature of the HR Policy Action Center under the "Legal Issues & Public Policy" tab on the SHRM website.
- Promote within the chapter increased knowledge and activities for influencing legislation.
- Ensure Legislative webpage is up to date with relevant content regarding pending legislative, regulatory and legal action at the federal, state, and local level.

- Participate in the SHRM Governmental Affairs Core Leadership Area conference calls and webcasts.
- Participate in the development and implementation of strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend and participate in all monthly chapter and board of directors meetings.
- Upon completion of the position's term, assist the incoming Director to assure a smooth transition of responsibilities and continuity of knowledge and resources.

Resources Available:

- SHRM supplies the following resources for Chapter Legislative Representatives:
 - Guide to Contacting Legislators
 - SHRM Leaders Guide
 - Tips for Planning a Legislative Meeting
- Legislative Resources are available from SHRM's Governmental Affairs Department online at <http://www.shrm.org/government/>
- The Governmental Affairs Department also can provide you with a Chapter Legislative Leader Toolkit.
- View SHRM's position statements online at <http://www.shrm.org/government/policies/>

JOB DESCRIPTION

Position title:	Workforce Readiness Director	Effective:	
Reports to:	President	Status:	Volunteer
Level:	Board Member, Chapter	Term:	2 years Beginning in even-numbered years

Position Summary:

Monitor and evaluate on a continuing basis local activities concerning workforce readiness issues and plans and encourages chapter involvement and activities impacting the workforce readiness arena. Present a report or update to the chapter president and fellow chapter members. Work in cooperation with state-level workforce readiness advocates.

Responsible To:

- The Members of the Chapter
- The Chapter President
- State Council Workforce Readiness Director

Position Responsibilities

- Regularly present a workforce readiness report or update to the chapter president and fellow chapter members. Serves as advocate at chapter activities for education programs.
- Serve as advocate and program coordinator for workforce readiness chapter activities focusing on areas such as high schools, in-transition members, military and military spouses.
- Partner with local community to share information. Contact local workforce readiness coordinators to develop, discuss and support initiatives.
- Identify and evaluate issues that impact workforce readiness and develop goals for chapter workforce readiness strategy.
- Develop initiatives for the chapter that focus on workforce readiness programs in coordination or conjunction with community and employer efforts.
- Serve as a resource for chapter members on workforce readiness issues and provide leadership to the chapter on education issues.
- Monitor local activities concerning workforce readiness and provide timely information on education issues to the chapter president and state workforce readiness director.
- Develop and support workshops and seminars that address workforce readiness issues.
- Provide special recognition for chapter members and for local programs that promote betterment of the local workforce through educational process.
- Assist Programming Director to identify workforce readiness topics/speakers; coordinate annual chapter meeting focused workforce readiness.
- Respond to any other requirements of the chapter president and state workforce readiness director.

- Participate in SHRM Workforce Readiness Core Leadership Area volunteer leader conference calls and webcasts.
- Manages Workforce Readiness webpage to ensure page is up to date with relevant content regarding local activities concerning workforce readiness and education issues.
- Work in close cooperation with State Workforce Readiness Director.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend and participate in all monthly chapter and board of directors meetings.
- Upon completion of the position's term, assist the incoming Director to assure a smooth transition of responsibilities and continuity of knowledge and resources.

Resources Available:

- SHRM supplies the following resources for Chapter Workforce Readiness Advocates:
 - Chapter Position Descriptions
 - Workforce Readiness Manual
 - SHRM Leaders GuideAnd MUCH MORE...available online at www.shrm.org/vlrc

JOB DESCRIPTION

Position title:	Diversity & Community Outreach Director	Effective:	
Reports to:	President	Status:	Volunteer
Level:	Board Member, Chapter	Term:	2 years Beginning in odd-numbered years

Position Summary:

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

Responsible To:

- The Members of the Chapter
- The Chapter President
- State Council Diversity Director

Position Responsibilities

- Develop and/or distribute information and materials to chapter members to promote diversity in the workplace.
- Publicize to chapter members examples of successful diversity efforts being undertaken by chapter members in their particular workplaces.
- Identify minorities and other 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.
- Assist Programming Director to identify both diversity speakers/programs; coordinate annual chapter meeting focused on Diversity & Inclusion.
- Recommend community service projects 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.
- Provide information to chapter members about local community organizations through flyers or brochures at meetings or via website/newsletter if appropriate.
- Maintain liaison with the local Chamber of Commerce, business organizations, and other community groups.
- Ensure webpage is up to date with relevant content regarding local activities concerning community outreach, diversity and education issues.
- Participate in SHRM Diversity Core Leadership Area conference calls and webcasts.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.

- Represent the chapter in the human resource community.
- Attend and participate in all monthly chapter and board of directors meetings.
- Upon completion of the position's term, assist the incoming Director to assure a smooth transition of responsibilities and continuity of knowledge and resources.

Resources Available:

- SHRM supplies the following resources for Chapter Diversity & Community Outreach Directors:
 - Chapter Best Practices
 - Fundamentals of Chapter Operations
 - Working with the Media Guide
 - Diversity Focus AreaMUCH MORE...available online at www.shrm.org/vlrc.

JOB DESCRIPTION

Position title:	SHRM Foundation Director	Effective:	
Reports to:	President	Status:	Volunteer
Level:	Board Member, Chapter	Term:	2 years Beginning in odd-numbered years

Position Summary:

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

Responsible To:

- The Members of the Chapter
- The Chapter President
- State Council SHRM Foundation Director

Position Responsibilities

- Regularly present a SHRM Foundation report or update to the chapter president and fellow chapter members.
- Educate the chapter regarding the purpose and ongoing activities of the SHRM Foundation including the Foundation's newest education resources, the status of the annual campaign and upcoming deadlines and events.
- Develop fundraising initiatives throughout the year to support the SHRM Foundation.
- Coordinate and oversee the chapter fundraising programs to include such initiatives as 50/50 program, "Change for Change" initiative, networking events and Annual Conference Silent Auction.
- Log and track all donations received to include donor name, contact information, item/amount received and estimated value. All funds received shall be submitted to the Treasurer for holding.
- Complete appropriate chapter financial submission forms to SHRM a minimum of two times per year to ensure all fundraising contributions are reported to SHRM.
- Encourage the chapter membership to contribute financially to the SHRM Foundation as a show of support for the human resources profession.
- Encourage the chapter membership to support an annual chapter contribution to the SHRM Foundation by the chapter.
- Serve as liaison between members of the SHRM Foundation committee, if applicable.
- Maintain communication with the state council SHRM Foundation director and SHRM staff as needed.
- Participate in the SHRM Foundation Core Leadership Area conference calls and webcasts.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Ensure the Foundation webpage is up to date with relevant content regarding SHRM Foundation and chapter fundraising initiatives.

- Represent the chapter in the human resources community.
- Attend and participate in all monthly chapter and board of directors meetings.
- Upon completion of the position's term, assist the incoming Director to assure a smooth transition of responsibilities and continuity of knowledge and resources

Resources Available:

- SHRM supplies the following resources for chapter certification chairs
 - Fundamentals of Chapter Operations
 - Fundraising Ideas
 - Newsletter Inserts
 - Chapter Champions Program information
 - SHRM Foundation Contribution Form
 - SHRM Foundation Staff Contacts
 - Chapter Best Practices
 - SHRM Leaders GuideAnd MUCH MORE...available online at www.shrm.org/vlrc .

JOB DESCRIPTION

Position title:	Best Places to Work/State Conferences Director	Effective:	
Reports to:	President	Status:	Volunteer
Level:	Board Member, Chapter	Term:	2 years Beginning in even-numbered years

Position Summary:

Encourages membership participating in and/or support of the Annual State Conference and Best Places to Work in Kentucky Initiative.

Responsible To:

- The Members of the Chapter
- The Chapter President
- State Council

Position Responsibilities

- Serves on the State Council's annual State Conference Planning Committee as a representative of Bluegrass SHRM.
- Encourages attendance of Bluegrass SHRM membership at annual State Conference in order to secure maximum reciprocal Chapter funds from KY SHRM.
- Supports and promotes Chapter and state activities related to the annual Best Places to Work (BPW) in Kentucky initiative.
- Attends the KYSHRM State Conference as a BGSHRM representative.
- Encourages local companies to register and participate in the BPW competition.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Ensure webpage is up to date with relevant content.
- Represent the chapter in the human resources community.
- Attend and participate in all monthly chapter and board of directors meetings.
- Upon completion of the position's term, assist the incoming Director to assure a smooth transition of responsibilities and continuity of knowledge and resources.

Resources Available:

- SHRM supplies the following resources for chapter certification chairs
 - Fundamentals of Chapter Operations
 - Fundraising Ideas
 - Chapter Best Practices
 - SHRM Leaders GuideAnd MUCH MORE...available online at www.shrm.org/vlrc

JOB DESCRIPTION

Position title:	Wellness Chair	Effective:	
Reports to:	President	Status:	Volunteer
Level:	Board Member, Chapter	Term:	2 years Beginning in even-numbered years

Position Summary:

Identify resources, provide education and be a proactive community advocate to protect and promote the health and productivity of the workforce for members.

Responsible To:

- The Members of the Chapter
- The Chapter President

Position Responsibilities

- Build collaborative partnerships with the local community, medical and insurance community, and/or aligning with health coalitions to promote accessible affordable health care.
- Assist members in being a working partner with their respective organization to be a proactive advocate in relation to employee health care benefits and wellness programs than being reactive to the health care and insurance provider market.
- Coordinate wellness ambassadors to speak at chapter meetings for wellness update.
- Provide information to membership regarding wellness resources available in the area.
- Encourage the sharing of best practices amongst BGSHRM members and employers.
- Develop alliances and partnerships to promote the health and productivity of workforce.
- Provide wellness ambassadors opportunity to sponsor chapter meeting as a wellness sponsor. Coordinate with External Communications Director on any/all sponsors.
 - Obtain company information, electronic images/logos from sponsor(s) to be used in marketing and promotion.
 - Work with treasurer to invoice and obtain sponsor funds.
 - Electronically track and log monthly sponsors in coordinating with External Communications Director.
 - Fulfill sponsorship packages re: email and social media expectations. Coordinate with External/Internal Communications to ensure sponsor logos are included on website event and email communications.
 - Work with board leadership to ensure sponsors receive all contracted amenities and applicable recognition.
- Assist Programming Director to identify wellness speakers/programs; coordinate annual chapter meeting focused on Wellness.
- Coordinate annual Wellness Fair.

- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Ensure the Wellness webpage is up to date with relevant content.
- Represent the chapter in the human resources community.
- Attend and participate in all monthly chapter and board of directors meetings.
- Upon completion of the position's term, assist the incoming Chair to assure a smooth transition of responsibilities and continuity of knowledge and resources.

Resources Available:

- SHRM supplies the following resources for Chapter Wellness chairs
 - Chapter Best Practices
 - SHRM Leaders Guide
 - And MUCH MORE...available online at www.shrm.org/vlrc

JOB DESCRIPTION

Position title:	Certification Chair	Effective:	
Reports to:	President	Status:	Volunteer
Level:	Board Member, Chapter	Term:	2 years Beginning in even-numbered years

Position Summary:

Manage the chapter's certification programs. Increase the number of chapter members who are certified by the SHRM Certification Commission and the HR Certification Institute. Encourage members to become certified and recertified.

Responsible To:

- The Members of the Chapter
- The Chapter President
- State Council Certification Director

Position Responsibilities

- Regularly present a certification report or update to the chapter president, board and fellow chapter members.
- Make announcements about benefits of both SHRM and HRCI certifications and/or provide newsletter copy or web site text on benefits.
- Provide information about the chapter's certification study group and preparation courses at chapter meetings, on chapter website, chapter social media sites, and in the chapter newsletter (if applicable).
- Lead, plan and arrange for speakers and materials at the certification study group meetings.
- If there is no chapter study group or preparation course, promote and assist in the development of a study group.
- Recognize at meetings those who became SHRM and/or HRCI certified through passing the exam
- Forward a list of known SHRM and HRCI certified members to the Membership Director and Communications Director for publication and recognition.
- Overseeing marketing and promotion of chapter certification initiatives to include chapter website, email communications to membership, newsletter, social media, etc.
- Provide information about recertification Professional Development Credits (PDCs) and HRCI Recertification Credits to members including online tracking program.
- Provide information about any changes in recertification requirements.
- Work with Programs Director to secure and maintain SHRM Certification Preferred Provider status for applicable chapter programs.
- Maintain communication with the state council certification director and SHRM staff as needed.
- Participate in SHRM Certification Core Leadership Area teleconferences/webcasts.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.

- Ensure the Certification webpage is up to date with relevant content regarding SHRM and HRCI certifications and local preparation courses.
- Represent the chapter in the human resources community.
- Attend and participate in all monthly chapter and board of directors meetings.
- Upon completion of the position's term, assist the incoming Chair to assure a smooth transition of responsibilities and continuity of knowledge and resources

Requirements:

- Must be a SHRM member in good standing for the entire term of office.
- Must be certified by the SHRM Certification Commission or the HR Certification Institute

Resources Available:

- SHRM supplies the following resources for Chapter Certification Chairs
 - Recorded SHRM Certification webinars
 - SHRM Certification Toolkit
 - Certification Handbook
 - Recertification Handbook
 - Resources for Chapter Study Groups
 - Preferred Provider ResourcesAnd MUCH MORE...available online at www.shrm.org/vlrc and/or www.shrmcertification.org

JOB DESCRIPTION

Position title:	Workforce Readiness Chair	Effective:	
Reports to:	Workforce Readiness Director	Status:	Volunteer
Level:	Board Member, Chapter	Term:	2 years Beginning in even-numbered years

Position Summary:

Assists Workforce Readiness Director to monitor and evaluate 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 Chapter Workforce Readiness Director and state-level workforce readiness advocates.

Responsible To:

- The Members of the Chapter
- The Workforce Readiness Director
- The Chapter President

Position Responsibilities

- Coordinate efforts with and through the Workforce Readiness Director to establish systemic chapter efforts to:
 - Understand the workforce needs of Central KY employers
 - Identify resources available to address employer workforce readiness needs
 - Develop ongoing communication processes to facilitate employer awareness of resources
- Support development of Workforce Readiness subcommittees to engage chapter members and broaden workforce readiness perspectives.
- Participate in KYSHRM workforce initiatives, where applicable and as approved by workforce readiness director.
- Respond to any other requirements of the chapter president and workforce readiness director.
- Assist Workforce Readiness Director to manage Workforce Readiness webpage to ensure page is up to date with relevant content regarding local activities concerning workforce readiness and education issues.
- Work in close cooperation with Chapter Workforce Readiness Director.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend and participate in all monthly chapter and workforce readiness meetings.
- Participate in SHRM Workforce Readiness Core Leadership Area volunteer leader conference calls and webcasts, when applicable.
- Upon completion of the position's term, assist the incoming Chair and/or Director to assure a smooth transition of responsibilities and continuity of knowledge and resources.

Resources Available:

- SHRM supplies the following resources for Chapter Workforce Readiness Advocates:
 - Chapter Position Descriptions
 - Workforce Readiness Manual
 - SHRM Leaders GuideAnd MUCH MORE...available online at www.shrm.org/vlrc