

## **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. A SHRM Leadership Guide will be provided to all board members to assist you with this.
- 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.
- 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.
- An opportunity to be recognized as a leader in the field of human resources.
- Hours spent as a volunteer leader can be counted toward professional recertification hours.
- The opportunity to apply for a SHRM Foundation scholarship. Each region will award up to \$2500 to individuals who apply for a scholarship for either an academic (university education, classes, tuition, etc.) scholarship or a certification scholarship.
- The chance to attend SHRM's leadership conference in November. Conference is FREE for chapter president, president-elect, and governmental affairs director. If any of these three board members are unable to attend, the vice president of membership or communications director may attend in their place. Other board members pay only \$200. Accommodations are FREE if you meet the requirements above.

There are specific benefits which pertain to LASHRM, such as professional development funding, free local dues, etc. See the chapter's policies for more details.

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

# PRESIDENT

## **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 members of the chapter

The state council director

## **Responsibilities:**

- Conduct chapter business in accordance with the chapter bylaws and serve as chairperson of the chapter's board of directors.
- Preside over the activities of all officers and directors, as well as standing committees, to ensure the accomplishment of chapter goals, objectives, and strategies.
- Monitor the use, accounting, and handling of the chapter funds.
- Chair all meetings of chapter officers and members.
- Serve on the bylaws committee.
- Participate in/lead the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend state council meetings and actively participate in state council matters. Provide information to state council as an elected representative of the chapter. Appoint proxy to attend state council meetings when unable to attend.
- Accumulate information all year about the chapter and compile it for the SHRM Affiliate Plan for Excellence (SHAPE) submitted to SHRM by January 31 each year. Submission of the SHAPE is required by SHRM and covers the year previous calendar year.
- Prepare submissions for chapter Pinnacle Award nominations, if applicable.
- Maintain communication with the state council director and the SHRM regional team.
- Submit an appropriate article for publication in each monthly newsletter.
- Communicate state, regional, and/or SHRM's goals, policies, and programs to chapter members.
- Represent the state council to local chapter leaders and the membership.

## **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)
    - 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 Board
- And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)

# PRESIDENT-ELECT

## **Position Summary:**

Assist the president in overseeing all the activities of the chapter. In the absence of the president, perform all the presidential responsibilities. 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

## **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 membership and board of directors meetings.
- Participate in the development and implementation of strategic planning for the chapter.
- Chair meetings of the program committee to select topics and speakers for monthly program 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 describing the programs for newsletters.
- Provide information regarding programs and services to the communications director, members, and others through presentations, written communications, and personal contact.
- Review final preparations for meetings to assure that meetings run smoothly.
- Reserve facilities for monthly membership meetings and ensure the speaker's A/V equipment is prepared for the meeting (i.e., screen, microphone, overhead projector).
- Review program evaluations for feedback to be used in planning future events.
- Submit an appropriate article for publication in each monthly newsletter.
- Serve as liaison between the members of the program committee.
- Represent the chapter in the human resources community.

## **Resources Available:**

- SHRM supplies the following resources for chapter vice-presidents or presidents-elect
    - 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 Program
- And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)

## **PAST PRESIDENT**

### **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

### **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 SHRM Foundation, community involvement, nominating, and bylaws committees.
- As chair of bylaws committee, review bylaws and recommend any needed changes to board of directors, submit to SHRM and to all membership for approval.
- 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 development and implementation of short-term and long-term strategic planning for the chapter.
- Plan annual "One Day to Make a Difference" event.
- Submit an appropriate article for publication in each monthly newsletter.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors meetings.

### **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 Toolkit
- And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)

# TREASURER

## **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

## **Responsibilities:**

- Fulfill the role of financial officer and advisor.
- 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. As financial advisor of the chapter, the treasurer must be in a position to assess the financial implications of proposed actions by the board of directors and inform the committee prior to final decisions being made. Also, the treasurer must 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.
- 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.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Submit an appropriate article for publication in each monthly newsletter.
- Represent the chapter in the human resources community.
- Attend all monthly board of directors meetings.

## **Resources Available:**

- SHRM supplies the following resources for chapter treasurers
    - Chapter Position Descriptions
    - SHRM Guide to Chapter Financial Management
    - SHRM Leaders Guide
    - Treasurer's Quick Guide
- And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)

## **VICE PRESIDENT OF MEMBERSHIP**

### **Position Summary:**

Manage the membership function to successfully achieve an increase in chapter membership. Guide the activities of the membership committee.

### **Responsible To:**

The members of the chapter

The chapter president

State council membership and at-large director

### **Responsibilities:**

- Direct and support the activities of the membership committee. Coordinate committee activities to support the chapter's mission. Recruit members to serve on the committee.
- Compile applicants' employment data and membership committee's recommendation for status; present to the board of directors at each month's meeting.
- Respond to requests for information about membership through telephone calls, personal contacts, and correspondence.
- Keep an up-to-date roster of names and addresses of all chapter members. If addresses are changed, notify SHRM headquarters.
- Notify each applicant in writing or via email of membership status; contact applicants from whom more information is needed to evaluate application.
- Maintain supplies of membership materials: applications, informational brochures, etc.
- Carry out ad hoc assignments of president (e.g., membership promotion, recommendation of membership criteria changes, etc.)
- Obtain quarterly lists of at-large members (SHRM members who aren't members of any chapter) in your area through the online request form. Source those lists to invite at-large members to chapter events.
- Act as a liaison between the board of directors and the committee chairs.
- Attend monthly membership 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.
- Submit an appropriate article for publication in each monthly newsletter.
- Represent the chapter in the human resources community.
- Complete other assignments as requested by the president or the board of directors.

### **Resources Available:**

- SHRM supplies the following resources for chapter membership/at-large directors
  - At-Large Initiative
  - Auditing Your Chapter Roster
  - Chapter Best Practices
  - Chapter Position Descriptions
  - Involving Senior HR Professionals

# COMMUNICATIONS DIRECTOR

## **Position Summary:**

Provide notice of meetings and general correspondence. Maintain chapter records and history. Provide timely and comprehensive information to chapter members about programs, workshops, and other matters of interest via chapter publications and social media websites. Maintain the chapter website. 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

## **Responsibilities:**

- Recruit assistance from the membership and the board for articles, survey questions, etc.
- Compile, edit, design, and lay out the final copy of the newsletter. 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.
- 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.
- Maintain social media websites for content. Develop a plan for announcements to keep all three social media websites actively used on behalf of LASHRM.
- Take photos at meetings and events for use in newsletter and social media.
- 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.
- Create, as needed, web-based response forms for surveys, etc.
- 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.
- File in the Chapter Administration Guide or other permanent record:
  - Those original chapter bylaws and dated copies of each amendment to those bylaws.
  - A list of current officers, committee members, and general membership.
  - Copies of all chapter publications.
  - Approved and signed minutes of all board of directors and membership meetings.
  - Chapter Charter
  - Legal documents such as IRS Letters of Determination, Articles of Incorporation
- Attend monthly membership and board of directors meetings and provide updates as needed.
- Participate in the development & implementation of short and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.

## **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 Media

# SECRETARY

## **Position Summary:**

Take minutes of chapter meetings. 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

## **Responsibilities:**

- Upon the advice of the president, the secretary should issue notice of officer and board of directors meetings. Prepare copies of the agenda for such meetings. Track who plans to attend and prompt president.
- Maintain a record of attendance and prepare the minutes of all officers' and directors' meetings and regular chapter meetings. Distribute to board members within one week of meeting.
- Coordinate logistics for monthly board meetings (location and reservation).
- Update backup files annually.
- Check LASHRM's P.O. box, along with treasurer, and distribute mail to appropriate board member(s).
- Prompt board for committee updates for board meeting and compile in one document.
- Maintain chapter bylaws and draft updates as necessary for chapter voting.
- Attend monthly board of directors meetings and provide updates as needed.
- Participate in the development & implementation of short- and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.

## **Resources Available:**

- SHRM supplies the following resources for chapter communication directors
  - SHRM Affiliate Plan for Excellence (SHAPE)
  - Chapter Best Practices
  - Chapter Position Descriptions
  - SHRM-Approved Graphics for Chapters & SHRM Graphic Standards Manual for Affiliates
  - SHRM Leaders Guide



# CERTIFICATION CHAIR

## **Position Summary:**

Manage the chapter's certification study program. Encourage members to become certified and recertified. Increase the number of chapter members who are certified PHR/SPHR/GPHR by the Human Resource Certification Institute (HRCI) or SHRM-CP/SHRM-SCP by SHRM.

## **Responsible To:**

The members of the chapter  
The chapter president  
State council certification director

## **Responsibilities:**

- Lead, plan, and arrange for materials and LASHRM representation at the certification study group meetings.
- Make announcements about benefits of certification and/or provide newsletter copy or web site text on benefits.
- Provide information about the chapter's certification study group at membership meetings and in the newsletter.
- If there is no chapter study group, provide information to members about alternative study methods.
- Recognize at meetings those who pass the test.
- Forward a list of HRCI/SHRM certified members to the chapter membership roster chair and newsletter chair for publication.
- Provide information about recertification to members, including online tracking program.
- Provide information about any changes in recertification requirements, changes in exam policies, changes in cost of exam, etc.
- Maintain communication with the state council certification director and the HRCI staff as needed.
- Participate in SHRM/HRCI Core Leadership Area conference calls and webcasts.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Actively chair the LASHRM certification committee.
- Submit an appropriate article for publication in each monthly newsletter.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors meetings.

## **Requirements:**

Chapter certification director must be certified as a SHRM-CP or SHRM-SCP.

## **Resources Available:**

- SHRM supplies the following resources for chapter certification chairs
  - Chapter Best Practices
  - SHRM Leaders Guide
  - And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc).
- Human Resource Certification Institute available online at <http://www.hrci.org/>
  - HRCI offers an online toolkit to chapter certification directors at <http://www.hrci.org/chapters/>. This toolkit will help you promote certification to your members, get your chapter meetings approved for recertification credit, create a study group and more.

# COLLEGE RELATIONS CHAIR

## **Position Summary:**

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

## **Responsible To:**

The members of the chapter

The chapter president

State council college relations director

## **Responsibilities:**

- Serve as chair of the college relations committee for LASHRM
- Develop and maintain mentor program with local students
- Attend student chapter SHRM meetings
- Coordinate presentations to students in the fall to encourage involvement in SHRM
- Develop an 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.
- Communicate with local faculty/colleges to provide classroom visits to discuss HR topics, the Chapter, internships/scholarships, SHRM membership, etc. Act as mentor to college students seeking a career in HR.
- Recommend community service projects to be supported by the chapter.
- Serve as liaison between members of the college relations committee.
- 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.
- Submit an appropriate article for publication in each monthly newsletter.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors meetings.

## **Resources Available:**

- SHRM supplies the following resources for chapter college relations chairs
  - Chapter Best Practices
  - Chapter Position Descriptions
  - SHRM Leaders Guide
  - And MUCH MORE...available online at [www.shrm.org/vlrc](http://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>.

# GOVERNMENTAL AFFAIRS CHAIR

## **Position Summary:**

Monitor and evaluate on a continuing basis pending legislative, regulatory, and legal action at the federal, state, and local level that may have an impact on the management of human resources. Present a legislative report or update to the chapter president 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 governmental affairs director and the SHRM headquarters staff in carrying out these responsibilities.

## **Responsible To:**

The members of the chapter  
The chapter president  
State council legislative director

## **Responsibilities:**

- Submit legislative updates for each monthly newsletter.
- Attend and participate in all scheduled chapter meetings.
- Provide a legislative affairs report to members at chapter meetings.
- Maintain contact with state legislators and member of Congress.
- Monitor state and local government activities and provide timely information on public policy issues to the chapter president, state council legislative affairs director, and the SHRM governmental affairs department.
- Encourage chapter members to respond to legislative alerts issued by SHRM's governmental affairs team.
- Work in close cooperation with the state council governmental 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 governmental 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.
- Write regular legislative updates for chapter newsletter.
- Participate in the SHRM Governmental Affairs 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 all monthly membership and board of directors meetings.

## **Resources Available:**

- SHRM supplies the following resources for Chapter Governmental Affairs 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.

# WORKFORCE READINESS

## **Position Summary:**

Monitor and evaluate on a continuing basis local activities concerning workforce readiness issues and plan and encourage 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

## **Responsibilities:**

- Serve as advocate and program coordinator for workforce readiness chapter activities.
- Partner with local schools to share information. Contact local workforce readiness coordinators within the schools to discuss initiatives.
- Identify and evaluate issues that impact workforce readiness and develop goals for chapter workforce readiness strategy.
- Report on workforce readiness issues to chapter members and serve as advocate at chapter activities for education programs.
- 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.
- Work in close cooperation with 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.
- 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.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Submit an appropriate article for publication in each monthly newsletter.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors meetings.

## **Resources Available:**

- SHRM supplies the following resources for chapter workforce readiness advocates
  - Chapter Position Descriptions
  - Workforce Readiness Manual
  - SHRM Leaders Guide

And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)