**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 the business of the chapter in accordance with the chapter bylaws and serve as chairperson of the chapter's board of directors.
* Set EBOD and monthly Board Meeting Agenda
* Attend regularly BOD, EBOD, Quarterly COSHRM meetings including leadership conference in Blackhowk, answering emails, President Call, and meeting with team for BOD on monthly basis.
* Maintain banking with Treasurer
* 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.
* 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.
* 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 state council to local chapter leaders and the membership.
* By 4th quarter work on transition plan for President Elect to President role
* Complete SHAPE & EXCEL awards by end of January
* Responsible for recruitment of Chairs
* Attend Annual VLS Conference in DC with President Elect
* Oversee Budget process for Chapter

Requirements:

* Must be a SHRM member in good standing for entire term of office.
* Attend in person a minimum of 80% of scheduled Board of Director meetings
* Regularly attend NCHRA events
* Attend via phone/e-mail monthly team check-ins
* Attend via phone quarterly CO-SHRM program calls
* Come prepared to Board of Director meetings with speaking topics and review previous

Meetings’ minutes prior

* If you are unable to maintain and meet the above requirements the Board may review and make recommendations for removal based on the Chapter by-laws.

Resources Available:

* SHRM supplies the following resources for chapter presidents
  + SHRM Chapter Achievement Plan (CAP)
  + 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 of Directors
  + Also available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)