# Chapter President

Volunteer Role – Position Description

## Role Summary

The Chapter President provides leadership to the local chapter in alignment with state, regional, and SHRM strategies and policies. This role ensures effective operation of the chapter, meeting the needs of members, and fulfilling responsibilities outlined in the chapter’s bylaws. The President also serves on the Chapter Board of Directors, the Chapter Executive Board of Directors and the COSHRM state council.

## Reports To

- Chapter Members  
- State Council Director

## Key Responsibilities

* - Conduct chapter business in accordance with the chapter bylaws and serve as chairperson of the Board of Directors.
* - Set Executive Board of Directors (EBOD) and monthly Board Meeting agendas.
* - Maintain banking coordination with the Treasurer.
* - Oversee the activities of all officers, directors, and committees to ensure achievement of chapter goals.
* - Monitor accounting, usage, and management of chapter funds.
* - Chair all meetings of chapter officers and members.
* - Lead development and implementation of short-term and long-term strategic plans.
* - Represent the chapter within the human resources community.
* - Attend and actively participate in state council meetings; appoint a proxy when necessary.
* - Maintain communication with the State Council Director and SHRM Regional Team.
* - Communicate SHRM, regional, and state policies and programs to chapter members.
* - Represent the state council to local chapter leaders and members.
* - Prepare a transition plan for the incoming President Elect by the fourth quarter.
* - Complete SHAPE & EXCEL awards submission by end of January.
* - Recruit Chairs for board roles and committees.
* - Oversee the chapter budget process.

## Qualifications

* - Proven leadership experience in relevant industries or fields.
* - Strong analytical, critical thinking, and problem-solving skills.
* - Excellent communication and interpersonal abilities.
* - A track record of strategic thinking and decision-making.
* - Broad-based expertise that adds value to the board’s skill set.
* - Commitment to SHRM Northern Colorado and SHRM’s mission and objectives.
* Current SHRM Northern Colorado/SHRM member in good standing

## Expectations

* - Regular attendance at SHRM Northern Colorado events.
* -Regular attendance at EBOD (Executive Board of Directors) and BOD (Board of Directors) meetings
* - Regular attendance at COSHRM Board of Directors meetings.
* -Attendance at VLBM (Volunteer Leader Business Meeting), or assign delegate
* -Attendance at CLS (Colorado Leadership Summit)