**SHRM FOUNDATION CHAIR**

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

Responsibilities:

* Educate the chapter membership regarding the existence, purpose, and ongoing activities of the SHRM Foundation.
* 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 contribution to the SHRM Foundation by the chapter.
* Advise and update the chapter membership of the SHRM Foundation's activities and fund-raising needs.
* 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.
* Represent the chapter in the human resources community.

Requirements

* 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 SHRM Foundation directors
	+ Chapter Position Descriptions
	+ SHRM Leaders Guide
	+ And MUCH MORE…available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)
* SHRM Foundation Chapter Toolkit is available at [http://www.shrm.org/foundation/volunteertoolkit.asp](http://www.shrm.org/foundation/default.asp?page=volunteertoolkit.html), where you can find:
	+ Fundraising Ideas
	+ Newsletter Inserts
	+ Chapter Champions Program
	+ Chapter Pledge Form
	+ SHRM Foundation Video
	+ SHRM Foundation Contacts