

Chapter President Winona Area SHRM

Position Summary:

Provide leadership to the local chapter consistent with state, regional, and SHRM policy, strategies and objectives. Effectively operates 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

Requirements:

Chapter member in good standing. Must be a national member of SHRM for entire term of office.

Term of Office:

The President serves January 1 in the year elected through the following December 31.
Term limit: two consecutive terms.

Responsibilities:

- Determines agendas for Board and Chapter meetings (monthly).
- Prepares and distributes agendas for Board meetings.
- Conducts bi-monthly Board meetings and Chapter meetings monthly from September through October.
- Appoints chairpersons for standing committees: Membership Committee, Public Relations and Seminar Committee, and others.
- Serves on the Programming Committee as an advisory member.
- Serves as a member of the Minnesota SHRM State Council. Represents Chapter at state and national conferences.
- Maintains Chapter bylaws and revises them as necessary.
- Keeps abreast of pending legislation that affects the human resource profession and communicates this information to the Chapter (unless the Chapter has a Legislative Representative.)
- Coordinates annual local salary survey annually and benefits survey every two years.

- Ensures that an up-to-date roster of all names and addresses of Chapter members is maintained.
- Notifies SHRM national office of election results after the annual election in October.
- Conducts officer transition meetings to provide a smooth transition into the upcoming year.
- Completes the SHRM Affiliate Program for Excellence (SHAPE) plan by January 31 of each year for the previous year. Guides volunteers as to possible actions for the SHAPE plan.
- Serves as a member of the Board as Past President for one year following term of office.
- Responds to member concerns as needed.
- Attend State Council meetings and actively participate in State Council matters. Appoint proxy to attend State Council meetings when unable to attend.
- Represent the chapter in the human resources community.

Resources Available:

- SHRM supplies the following resources for chapter presidents
 - SHRM Affiliate Program for Excellence (SHAPE) Planning Workbook
 - Chapter Best Practices
 - Chapter Position Descriptions
 - SHRM Guide to Chapter Financial Management
 - SHRM-Approved Graphics
 - SHRM Graphics Standards Manual for Affiliates
 - Fundamentals of Chapter Operations
 - SHRM Strategic Planning Toolkit
 - Succession Planning for Your Chapter Board of Directors

And MUCH MORE...available online at www.shrm.org/vlrc