



Elk River, MN

## **PRESIDENT**

### Position Summary:

Provide leadership to North Star SHRM (the “Chapter”) consistent with State, Regional, and SHRM policies, strategies, and objectives. Effectively operate the Chapter so the needs of members are met. Perform other duties as required according to Chapter Bylaws. A member of the Executive Officers with a 4-year commitment (1 year President-Elect, 2-year President and 1 year Past President). Serve as a voting member of the State Council.

### Responsible To:

The members of the Chapter  
The Chapter Board of Directors  
The State Council Director

### Requirements:

- Must maintain SHRM membership in good standing
- SHRM Certification highly encouraged
- Must regularly attend all monthly membership meetings and Board meetings as scheduled

### Responsibilities:

- Conduct the business of the Chapter in accordance with Chapter Bylaws, and serve as Chairperson of the Chapter's Board of Directors
- The President, as an elected Officer of the Chapter, is a responsible member of the Chapter's Board of Directors and its Executive Board. The President is expected to take part in discussion and action on all business of the Chapter.
- Facilitate monthly Chapter meetings
- Preside over the activities of all Officers and Directors, as well as standing committees, to ensure accomplishment of chapter goals, objectives, and strategies
- Monitor the use, accounting, and handling of Chapter funds ensuring Treasurer's submission of Quarterly Financial Report
- Participate in, and lead the development and implementation of, annual short-term and long-term strategic planning for the Chapter
- Accumulate Chapter information and compile for submission of the following SHRM-required reports:
  - The **Chapter Leader Information Form CLIF Report** (due early Dec)
  - The **SHRM Affiliate Program for Excellence (SHAPE)** Year-End Report submitted to SHRM by January 31 each year
  - The **EXCEL** Report (due mid-March each year)
- Represent the Chapter in the human resources community
- Attend and represent the Chapter at the Volunteer Leader Business Meeting hosted by SHRM and held annually in November
- 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

- Upon completion of the position's term, serve as Past Chapter President for a term of one year acting as a mentor for incoming Chapter President to assure a smooth transition of responsibilities and continuity of knowledge and resources

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](#)