



Elk River, MN

## **SHRM FOUNDATION DIRECTOR**

### Position Summary:

Educate, promote, and represent the interests of the SHRM Foundation and its activities to the Chapter membership. Core Leadership Position to Board of Directors serving a 1-year term with no more than 2 consecutive terms.

### Responsible To:

The members of the Chapter  
The Chapter President  
The State Council SHRM Foundation Director

### Requirements:

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

### Responsibilities:

- Educate the Chapter members regarding the purpose and ongoing activities of the SHRM Foundation, including the Foundation's newest education resources, the status of the annual campaign, and upcoming deadlines and events
- Encourage Chapter membership to contribute financially to the SHRM Foundation as a show of support for the human resources profession
- Encourage Chapter membership to support an annual Chapter contribution to the SHRM Foundation by the Chapter
- Participate in the SHRM Foundation Core Leadership area webinars
- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter
- Provide SHRM Foundation updates at Board of Directors meetings
- Represent the Chapter in the human resources community
- Upon completion of the position's term, assist the incoming SHRM Foundation Director to assure a smooth transition of responsibilities and continuity of knowledge and resources

### Resources Available:

- SHRM supplies the following resources for chapter SHRM Foundation Directors.
  - Chapter Position Descriptions
  - Fundamentals of Chapter Operations
  - And MUCH MORE...[available online](#)
- [SHRM Foundation Volunteer Resources are available](#)
  - Fundraising Ideas
  - Newsletter Inserts

- Chapter Champions Program information
- SHRM Foundation Contribution Form
- SHRM Foundation Staff Contacts