

President

Position Overview:

Provide leadership and direction to the chapter consistent with state, regional and SHRM policy, strategies and objectives. Responsible for operating the chapter effectively so that the needs of the members are met. Perform other duties as required by the local chapter's by-laws. Serve as a voting member of the State Council and maintain relations with other chapters. Must be a SHRM member in good standing; HRCI certification is preferred.

Term:

The President has a one-year term, and moves to Past-President the next year.

Key Responsibilities:

- Required attendance at all monthly membership and board meetings.
- Chair all chapter meetings and board meetings.
- Conduct the business of the chapter in accordance with chapter by-laws and serve as chair of the chapter's Board of Directors.
- Preside over board activities, as well as standing committees, to ensure the accomplishment of chapter goals, objectives and strategies.
- Develop chapter budget for the new year; monitor the use and accounting of all chapter funds.
- Responsible for the development and implementation of long-term and short-term chapter goals and strategies and facilitate the development of future chapter leaders.
- Attend State Council meetings and actively participate in Council matters. Provide information to the State Council as the elected representative of the chapter.
- Maintain communication with the State Council Director and the SHRM Regional Team. Communicate state, regional and SHRM goals, policies and programs to the chapter.
- Maintain a current active SHRM membership.
- Compile information for the SHAPE plan, complete the plan for the year and submit by the end of January the following year.
- Responsible for Monthly Meeting sponsorship requests.
- Facilitate the nominations committee for potential board members.
- Conduct election for new officers and board members and communicate results.
- Presentor for the New Member Orientations.
- Attend the State conference in May.
- Attend the SD/ND Leadership Conference in October.
- Attend the National Leadership Conference in Washington DC in November.
- Work with Technology Coordinator to maintain website content relative to the position.
- Represent the chapter in the Human Resources community.