

# Ask An HR Professional Manager

## Position Summary:

Promote the use of the Ask An HR Professional online forums to members, maintain the website functionality of the forum, recruit and manage forum moderators. Separately, serve as the point of contact for the NC Center for Non Profits (NCCNP) in providing HR assistance in response to their members inquires. Cultivate and promote the partnership with the NCCNP.

## Responsible To:

- Chapter Members
- The Assistant Vice President of Membership (AVPM)
- The Vice President of Membership (VPM)

## Responsibilities:

### *Ask An HR Professional Online Forum*

- Maintain a list of current forum topics and assigned moderators. Recruit moderators as needed.
- Monitor topics for interest/usage and submit quarterly report to AVPM on usage of forum topics.
- Owner of the Ask An HR Professional web page. Update the contents of the page, following the overall style of our web pages and our Raleigh-Wake Branding Guidelines.
- Update website administration as new moderators are added or removed (Note: moderators must be active chapter members).
- Write article for the monthly newsletter (minimum of 3/yr) designed to promote the use of the forum.
- Make announcements or give presentations at monthly chapter meeting or other Chapter programs to promote the use of the forum.

### *NCCNP Partnership*

- Serve as point of contact for the NCCNP.
- Maintain and review annually a copy of the Memorandum of Understanding (MOU) outlining the commitment and responsibilities of both RWHRMA and NCCNP.
- Maintain and review annually a process map outlining the referral program, how it works, timeline, etc.
- Maintain a list of HR Volunteers to serve as referrals. (Note: It is recommended that volunteers serve as both a forum moderator and a NCCP referral to reduce the need for additional volunteers until usage dictates the need to separate those items.)
- Monitor the Partnership and Volunteerism web pages to ensure they accurately reflect the partnership and your volunteer needs. Send updates of the contents of the page to the appropriate page owner, following the overall style of our web pages and our Raleigh-Wake Branding Guidelines.
- Update website administration as new moderators are added or removed (Note: moderators must be active chapter members).
- Recruit volunteers and promote the partnership.
- Write article for the monthly newsletter (minimum of 3/yr) designed to promote the use of the forum.
- Make announcements or give presentations at monthly chapter meeting or other Chapter programs to promote the use of the forum.
- Foster the relationship with NCCNP by proactively communicating with them to ensure we are satisfying their referral needs and to monitor usage. If usage declines or stagnates work with the NCCNP to discuss way to promote the program.
- Update the AVPM at least quarterly on the usage and submit the annual report from the NCCNP to the AVPM.

#### Additional Duties

- Be proactively in discovering new ways to enhance or build on these members services.
- Estimate and submit annual budget requests to the AVPM on estimated revenue and expenses (if any).
- Attend training on how to make updates to the webpage.
- Participate in quarterly committee meetings of the Membership Committee and attend Chapter meetings as much as possible (minimum of 3 per year).
- Additional duties as requested by the AVPM or VPM.
- Create/maintain a volunteer leader notebook and position description that accurately reflects the duties and responsibilities of this role and proactively transition duties and serve as a point of contact for the new volunteer when term is completed.
- Recruit and mentor a volunteer to assume this position when your term is complete.
- Maintain volunteer time record to track the number of volunteer hours worked to receive credit towards membership renewal the following year and to be able to provide an accurate update of the estimated number of volunteer hours needed by this role to the new incumbent.
- Represent the chapter in the Human Resources community.

#### Resources Available:

- NCCNP
- SHRM Volunteer Resource Center ([www.shrm.org/vlrc](http://www.shrm.org/vlrc))
- AVPM or VPM
- Volunteer Notebook

#### Volunteer Commitment

- It is estimated that this role will consume approximately 30 hours of volunteer time per year.

## **RWHRMA CERTIFICATION DIRECTOR**

### Position Summary:

Plan and implement the Chapter's certification study groups. Increase the number of chapter members who are certified PHR/SPHR by the Human Resource Certification Institute. Encourage members to become certified and recertified. He/she is also responsible for educating members regarding HRCI certification promoting certification/recertification, tracing member certifications and reporting statistics to the Board, and recognizing newly certified members. He/she also administers the two-certification scholarships for members. The Certification Director participates on the Programs Committee.

### Responsible To:

The members of the chapter  
The Chapter President  
The Chapter Board  
State Council Certification Director

### Responsibilities:

- Lead, plan, and arrange for speakers and materials at the certification study group meetings.
- Make announcements about benefits of certification and/or provide newsletter copy or web site text on benefits.
- Provide information about the chapter's certification study group at membership meetings and in the newsletter.
- If there is no chapter study group, provide information to members about alternative study methods.
- Make arrangements for the test to be given in the chapter city. If the test is not offered in the chapter city, make sure applicants have information about test locations.
- Recognize at meetings those who pass the test.
- Forward a list of HRCI-certified members to the chapter Membership Roster Chair and Newsletter Chair for publication.
- Plan/facilitate the chapter's HRCI Item-Writing Workshop, if applicable.
- Provide information about recertification to members.
- Provide information about any changes in recertification requirements, changes in exam policies, changes in cost of exam, etc.
- Maintain communication with the State Council Certification Director and the Human Resource Certification Institute staff as needed.
- Prepare the Certification budget and submit to the Treasurer each year before the December monthly meeting.
- Work with incoming Certification Director to transition duties.
- Maintain Volunteer Leader Notebook.
- Coordinate committee volunteer needs with the Volunteer Director and inform him/her of any appointed committee members.
- Submit your individual Update Report to the Secretary and review the compiled reports before each Board meeting.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the Human Resources community.
- Attend all monthly membership and Board of Directors meetings.
- Complete other assignments as requested by the President or the Board of Directors.
- Designate RWHRMA as his/her primary Chapter.

Requirements:

- Chapter Certification Director must be certified by HRCI.
- Must be a SHRM member in good standing for the entire term of his/her office.

Resources Available:

- SHRM supplies the following resources for Chapter Certification Chairs
  - Chapter Best Practices
  - Chapter Position Descriptions
  - SHRM Leaders Guide
  - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/chaphelp.asp>
- Human Resource Certification Institute available online at <http://www.hrci.org/>
  - HRCI offers an online toolkit to chapter certification directors at <http://www.hrci.org/chapters/>. This toolkit will help you promote certification to your members, get your chapter meetings approved for recertification credit, create a study group and more.

## **RWHRMA Certification Director Timeline**

## CHAPTER MEETING COMMITTEE CHAIR

### Position Summary:

Manage the development and provision of monthly meeting programs/speakers for the chapter, including speaker selection/recruitment, meeting registration process (thru the registration committee as well as online registration), introduction of sponsors/speakers, table-host volunteers, registration fees accounting/deposits, liaison with venue representative, and review/recommendation of following year's venue/pricing/arrangements.

### Responsible To:

The members of the chapter  
The Chapter Vice President - Programs  
Members of monthly program and registration committees

### Responsibilities:

- Ensure the chapter's monthly meetings are effectively promoted and occur as planned.
- Assist as needed in recruiting members to serve in area of responsibility.
- Ensure effective communication of programs/meetings to members, via chapter communications mechanisms - including online pages/calendar.
- Keep abreast of developments in the human resources field in order to ensure chapter provides timely program topics – *with HRCI pre-certification credits when possible.*
- Schedule/attend/lead committee meetings as needed.
- Support/encourage committee members throughout the year.
- Participate in the development and implementation of short-term and long-term strategic planning on behalf of the chapter and this role.
- Represent the chapter in the Human Resources community.
- Complete other assignments as requested by the Vice President – Programs or the Board of Directors.

### Resources Available:

- SHRM supplies the following resources for Chapter Leaders (and similar roles)
  - Chapter Best Practices
  - Chapter Position Descriptions
  - SHRM Leaders Guide
  - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/chaphelp.asp>

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## **RWHRMA COLLEGE RELATIONS DIRECTOR**

### **Position Summary:**

Act as a liaison between area student chapters and the Board. Ensure compliance with the PACT and is responsible for facilitating the annual review and update if necessary of the PACT. He/she also works with the NC State Council representative to facilitate the annual student HR games, including coordinating the recruiting member volunteers. He/she coordinates the annual student awards by promoting them to student members, accepting nominations and establishing an awards committee to determine the recipient of those awards. He/she is responsible for attending at least one student chapter meeting for each school each year to promote the Chapter, benefits, and services to students. He/she is also responsible for recruiting other universities or colleges to establish a student chapter or partner with another student chapter to provide student services to prospective HR students.

### **Responsible To:**

The members of the chapter  
The Chapter President  
The chapter Board of Directors  
State Council College Relations Director

### **Responsibilities:**

- Develop scholarship application evaluation criteria and design the appropriate materials.
- Attend free SHRM web casts for volunteer leaders on College Relations topics.
- Promote collaboration of activities among local student chapters.
- Promote the scholarship program and internship program to local colleges and universities.
- Evaluate applications and recommend recipients.
- Make recommendations on changes to scholarship program (i.e., scholarship amount, number of recipients).
- Oversee the internship program. Send out requests to local HR professionals/chapter members requesting internship postings. Forward openings to members of local student chapters or to faculty members.
- Communicate with local faculty/colleges to provide classroom visits to discuss HR topics, the Chapter, internships/scholarships, SHRM membership, etc. Act as mentor to college students seeking a career in HR.
- Recommend community service projects to be supported by the chapter.
- Act as mentor to college students seeking a career in HR.
- Support the HR Games and HR Student Conference and recommend ways in which the chapter can support students in those areas.
- Evaluate the PACT annually with the student advisors and recommend changes as necessary to the Board.
- Work in collaboration with the NC SHRM State Council's College Relations Director in supporting college relation efforts statewide.
- Look for other opportunities to grow the number of student chapters in the Raleigh-Wake County area and support those initiatives.
- Update the RWHRMA website college information site on a regular basis.
- Assist in the promotion of the Student Mentorship program.
- Prepare the College Relations budget and submit to the Treasurer each year before the December monthly meeting.
- Work with incoming College Relations Director to transition duties.

- Maintain Volunteer Leader Notebook.
- Coordinate committee volunteer needs with the Volunteer Director and inform him/her of any appointed committee members.
- Submit your individual update report to the Secretary and review the compiled reports before each Board meeting.
- Serve as liaison between the Board and the Student Chapters and their advisors.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the Human Resources community.
- Attend all monthly membership and Board of Directors meetings.
- Complete other assignments as requested by the President of the Board of Directors.
- Designate RWHRMA as his/her primary Chapter.

Resources Available:

- SHRM supplies the following resources for Chapter College Relations Chairs
  - Chapter Best Practices
  - Chapter Position Descriptions
  - SHRM Leaders Guide
  - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/chaphelp.asp>
- SHRM's Student Programs Website is available at <http://www.shrm.org/students/>
  - Here, you will find a toolkit to help you start a student chapter, work with students, start a mentor or intern program, and more.
  - There is also a College Relations Toolkit at <http://www.shrm.org/students/StudentChapterToolkit.pdf>.

## College Relations Timeline

Monthly email reminders to College Advisors (include Student Chapter Presidents)  
Recruit students as volunteers for registration table at monthly meetings—one from each school  
Attend Monthly RWHRMA Board of Directors meetings—1<sup>st</sup> Wednesday of each month

### **January**

Begin recruiting volunteers for HR Games (if a RWHRMA school wins the bid to host)  
Send listserv emails, post an article in newsletter, flyers at monthly meetings  
Meet with advisors/students to discuss ideas for the Student led meeting (usually held in April)  
By Jan 30<sup>th</sup> the student chapters should submit details of the program topic, speaker and credentials to RWHRMA VP Programs for final approval.

### **February**

Continue recruiting for HR Games  
Make last decisions for Student led meeting—need to firm up topic by the time of the meeting the month prior to the student led meeting  
Promote and send out applications for the Student Scholarships (three awarded at \$500 each)—award at Student Led meeting

### **March**

Make sure you have volunteers lined up for HR Games  
Send out email two weeks before HR Games reminding of location and volunteer commitment  
Send out email one week prior HR Games to assign volunteer roles (make sure you establish Senior Judge early in process—usually Valerie Edson) (Assign Presenter roles to people who have done it before or who are comfortable in that role) You will work with the NCSHRM College Relations Director on the project—your role to coordinate volunteers  
Meet with RWHRMA Awards Committee to determine scholarship winners—can be done virtually (email applications to committee, then hold conference call)  
Promote to RWHRMA membership to post HR Internships on Job Postings section of RWHRMA website and remind students to check the Job Postings website for internship opportunities.

### **April**

Student led RWHRMA Monthly Chapter Meeting typically held this month  
Announce RWHRMA Student Scholarship winners  
Regional Student conference—attend if you can  
Promote to RWHRMA membership to post HR Internships on Job Postings section of RWHRMA website and remind students to check the Job Postings website for internship opportunities.

### **May**

Recognize graduates  
The NCSHRM State Council awards up to three scholarships annually at the NC Human Resource Conference. The Chapter's College Relations Director will submit the nominations by the May 31<sup>st</sup> deadline

**June**

School Out

**July**

School Out

**August**

School back in session

Meet with Advisors to discuss any needs for upcoming semester—recruiting members #1 topic  
Working with RWHRMA President revise PACT, present to the Board for review & approval—  
get President to sign—distribute to Advisors

**September**

RWHRMA awards \$500 seed money to each student chapter. Ensure Student Chapter Advisors  
submit in writing by Sept 15<sup>th</sup> an invoice to RWHRMA Treasurer.

RWHRMA pays National Student SHRM dues for 4 (\$35 each) Student Chapter Officers (one  
Officer must be the Student Chapter President). Ensure SHRM invoice is submitted to  
RWHRMA Treasurer in Sept for payment.

Begin recruiting professionals for Mentor Program early in the month—write article for  
newsletter

Middle of month send invite to student to participate as Mentees

NCSHRM Conference—Students recognized for NC SHRM Scholarship

Chapters recognized for Superior Merit Award

**October**

Set up event for Mentor social

**November**

Mentor Social

**December**

Volunteer Social

## COMMUNICATION DIRECTOR

### Position Summary:

The Director coordinates all marketing and public relations activities of the chapter to ensure branding recognition. He/she reviews all communications materials to ensure compliance with the Chapter's branding guidelines, responsible for web content management, works with PR firm to promote Chapter activities in the community, and collects, constructs, and distributes the Chapter's monthly e-News.

### Responsible To:

The members of the chapter  
The Chapter President  
The Chapter Board

### Responsibilities:

- Provide support, direction, and leadership to the Communications Committee to effectively:
  - Inform and support the professional development of its members by:
    - Keeping membership informed of chapter projects, activities and upcoming meetings, and
    - Disseminating relevant professional information viewed as beneficial to the members and,
  - Communicate the chapter's position in the community and raise external awareness of its activities.
- Develop and maintain relationships with external media representatives and serve as primary point of contact to provide timely and comprehensive information and other matters of interest about the chapter to external resources.
- To ensure smooth operations, effective and timely communications of chapter events, programs and services, provide support the Newsletter Chair, Web Master and Web Content Manager.
- Recruit assistance from the membership and the Board for articles, survey questions, etc.
- Identify HR and general business items of interest for membership and external resources from Board members, chapter members, meeting events, etc. as well as SHRM and the local community.
- Envision and encourage new means of enhancing overall communications of the Chapter.
- Keep current on developments and innovations in RWHRMA, SHRM and the world of marketing and communications.
- Submit your individual Update report to the Secretary and review the compiled reports before each Board meeting.
- Attend all monthly membership and Board of Directors meetings.
- Prepare the Communications budget and submit to the Treasurer each year before the December monthly meeting.
- Work with incoming Communications Director to transition duties.
- Maintain Volunteer Leader notebook.
- Coordinate committee volunteer needs with the Volunteer Director and inform him/her of any appointed committee members.
- Participate in the development of short-term and long-term strategic planning for the chapter.
- Designate RWHRMA as primary chapter.
- Complete other assignments as requested by the President or the Board of Directors.

- Represent the chapter in the Human Resources community.

Resources Available:

- SHRM supplies the following resources for Chapter Communication Directors
  - Chapter Best Practices
  - Chapter Chatter
  - Chapter Position Descriptions
  - Chapter Web Site Toolkit
  - How to Publish a Chapter Newsletter
  - SHRM-Approved Graphics for Chapters
  - SHRM Graphics Standards Guide
  - SHRM Leaders Guide
  - Working with the Media
  - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/chaphelp.asp>

## COMMUNITY SERVICES DIRECTOR

### Position Summary:

The Director leads the Chapter efforts in community service projects, initiatives, and partnerships. He/she researches and recommends potential community service projects for the Chapter to provide a means for our membership to use their talent, skills, and energies as HR professionals to give back to the community. He/she will work closely with the Communications Director to promote the service project and bring awareness of the Chapter to the Community through PR.

### Responsible To:

The members of the chapter  
The Chapter Board  
The Chapter President

### Responsibilities:

- Recommend community service projects to be supported by the chapter.
- Make chapter members aware of community organizations that would be beneficial to HR professionals or businesses.
- Work with the Communications Committee to provide information to chapter members about local community organizations through flyers or brochures at meetings or via newsletter articles if appropriate.
- Maintain liaison with the local Chamber of Commerce, business organizations, business news writers, and other community groups.
- Implement community service projects.
- Represent the chapter in the Human Resources community.
- Attend all monthly membership and Board of Directors meetings.
- Prepare the Community Services budget and submit to the Treasurer each year before the December monthly meeting.
- Work with incoming Community Services Director to transition duties.
- Maintain Volunteer Leader Notebook.
- Coordinate committee volunteer needs with the Volunteer Director and inform him/her of any appointed committee members.
- Submit your individual Update Report to the Secretary and review the compiled reports before each Board meeting.
- Complete other assignments as requested by the president or the Board of Directors.
- Designate RWHRA as his/her primary Chapter.

### Resources Available:

- SHRM supplies the following resources for Chapter Community Relations Directors
  - Chapter Best Practices
  - Chapter Position Descriptions
  - SHRM Leaders Guide
  - Working with the Media Guide
  - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/chaphelp.asp>

## RWHRMA Comp & Benefits Programs Chair

### Position Summary:

Manage the development and provision of C&BP programs/speakers for the chapter, including speaker selection/recruitment, venue, meeting registration process (thru onsite and online registration), introduction of sponsors/speakers; registration fees accounting/deposits, and liaison with venue representative.

### Responsible To:

The members of the chapter  
The Chapter Vice President - Programs  
Members of C&BP committee

### Responsibilities:

- Ensure the chapter's C&BP programs are effectively promoted and occur as planned.
- Assist as needed in recruiting members to serve in area of responsibility.
- Ensure effective communication of programs to members, via chapter communications mechanisms - including online pages/calendar.
- Keep abreast of developments in the compensation/benefits field in order to ensure chapter provides timely program topics – *with HRCI pre-certification credits when possible.*
- Schedule/attend/lead committee meetings as needed.
- Support/encourage committee members throughout the year.
- Participate in the development and implementation of short-term and long-term strategic planning on behalf of the chapter and this role.
- Represent the chapter in the Human Resources community.
- Complete other assignments as requested by the Vice President – Programs or the Board of Directors.

### Resources Available:

- SHRM supplies the following resources for Chapter Leaders (and similar roles)
  - Chapter Best Practices
  - Chapter Position Descriptions
  - SHRM Leaders Guide
  - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/chaphelp.asp>

## RWHRMA Compensation & Benefits Program Director Timeline

<b>October / November</b>	<ul style="list-style-type: none"> <li>• Establish budget and gain approval for next year.</li> <li>• Target 4 programs a year, preferably each quarter, alternating between compensation and benefits (4<sup>th</sup> or 5<sup>th</sup> Wednesday of the month from 8:00 AM – 10:30 AM)</li> <li>• Solicit sponsors for the programs</li> <li>• Reserve location (e.g., Glaxo-Smith Kline) once program dates have been determined</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• Select topics for 4 (2-hour) HRCI certified programs, using RWHRMA survey results as well as solicited requests for program content</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>• Select speaker</li> <li>• Request bio and program outline for HRCI certification and RWHRMA website (calendar of events and Compensation &amp; Benefits web page)</li> <li>• Provide monthly e-newsletter information to Assistant to VP, Programs</li> <li>• E-mail RWHRMA CCP / CBP members with upcoming meeting notice</li> </ul>
<b>February*</b>	<ul style="list-style-type: none"> <li>• Distribute handout for upcoming C&amp;B programs at Monthly Chapter Meeting</li> <li>• Provide information of upcoming C&amp;B programs for PowerPoint loop at Monthly Chapter Meeting to President of Chapter</li> <li>• Notify TSHRM of upcoming C&amp;B programs for their monthly chapter meetings</li> <li>• Order coffee (regular / decaf), water, bagels (cut in half), butter, cream cheese, fruit tray (2 weeks prior)</li> <li>• Request AV equipment requirements from speaker and send to GSK (2 weeks prior)</li> <li>• E-mail RWHRMA full membership announcement of upcoming meeting ( 1 ½ weeks prior);</li> <li>• Provide GSK / Terry Bradley with headcount #s, 48 hours in advance for security badges</li> <li>• E-mail attendees with reminder of that week's C&amp;B program meeting &amp; directions (1.5 days prior).</li> <li>• Bring attendee list (for security desk) (day of course)</li> <li>• Bring sign-up sheet for attendees to confirm attendance (day of course)</li> <li>• Bring receipt book and zippered pouch to process receipts for paying attendees (day of course)</li> <li>• Bring Meeting/Breakfast sponsor signs for 2 plastic stands (registration table &amp; breakfast table) (day of course)</li> <li>• Bring fish bowl for Sponsor Raffle at registration table (day of course)</li> <li>• Provide HRCI slips to hand out with course approval ID# (day of course)</li> <li>• Distribute flyer to hand out of upcoming C&amp;B programs (day of course)</li> <li>• Report no shows to RWHRMA collections team for \$20 collection within 48 hours of the meeting.</li> <li>• Submit reimbursement to RWHRMA Treasurer for catering expenses</li> <li>• Send speaker thank you card with \$50 VISA gift card (if applicable) or reimbursement for travel expenses (if applicable)</li> </ul>

***\*Assumption is program date is in February***

***Repeat process steps in January – February for remaining 3 programs.***

## RWHRMA DIVERSITY DIRECTOR

### Position Summary:

Promote diversity in the organization by developing chapter diversity initiatives, planning diversity programs, and spearheading the effort to increase diversity among the Chapter's membership and leadership. Work with the Programs Committee to ensure that at least one monthly program focuses on this core area. Publicize successful diversity programs in the local community.

### Responsible To:

The members of the chapter  
The chapter Board of Directors  
The Chapter President  
State Council Diversity Director

### Responsibilities:

- Coordinate and manage the annual Diversity Conference
- Attend free SHRM web casts for volunteer leaders on Diversity topics.
- Write a "Did you know" Diversity fact for each month's newsletter.
- Plan a diversity program and coordinate it with the Chapter Meeting Chair.
- Organize a diversity initiative – community service project. Potential partnership with Mayors Committee for Persons with Disabilities.
- Develop and/or distribute information and materials to chapter members to promote diversity in the workplace.
- Publicize to chapter members examples of successful diversity efforts being undertaken by chapter members in their particular workplaces.
- Identify minorities and other individuals with diverse backgrounds in the local area who might be interested in joining the chapter.
- Identify current chapter members with diverse backgrounds who might be interested in volunteer leadership opportunities.
- Be available for presentations if and when appropriate, or help to identify both diversity programs/speakers for conferences or chapter programs and speakers with diverse backgrounds for conferences or chapter programs.
- Network with other Diversity Directors from other chapters within the state.
- Coordinate efforts in developing diversity initiatives that can serve as models for other chapters.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the Human Resources community.
- Attend all monthly membership and Board of Directors meetings.
- Prepare the Diversity budget and submit to the Treasurer each year before the December monthly meeting.
- Work with incoming Diversity Director to transition duties.
- Maintain Volunteer Leader Notebook.
- Coordinate committee volunteer needs with the Volunteer Director and inform him/her or any appointed committee members.
- Submit your individual Update Report to the Secretary and review the compiled reports before each Board meeting.
- Complete other assignments as requested by the President or the Board of Directors.
- Designate RWHRMA as his/her primary Chapter.

Resources Available:

- SHRM supplies the following resources for Chapter Diversity Directors
  - Chapter Position Descriptions
  - SHRM Leaders Guide
  - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/chaphelp.asp>
- SHRM Chapter Diversity Toolkit is available online at <http://www.shrm.org/diversity/members/toolkit/> where you can find:
  - Ten Strategies for Diversifying Your Chapter
  - Networking Guide
  - Chapter Programming Ideas
  - Diversity Resources

**Diversity Director Timeline-NEED**

## **RWHRMA SHRM FOUNDATION DIRECTOR**

### Position Summary:

Promote the SHRM Foundation and its activities to chapter members and educates them regarding the Foundation's existence and purpose. He/she also works with the Social Activities Chair to plan and implement at least one fundraising event for the Foundation per year and recommends through the budget an annual contribution to the Foundation. Suggests program topics to the Programs Committee that will highlight the work of the SHRM Foundation and its benefit to our members as well as coordinate SHRM representation at that program and/or any SHRM Foundation materials. This position is a Core Leadership Area as defined by SHRM.

### Responsible To:

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

### Responsibilities:

- Educate the Chapter membership regarding the existence, purpose, and ongoing activities of the SHRM Foundation.
  - Update and maintain SHRM Foundation webpage.
  - Write one article a quarter for the Newsletter.
  - Set up a table at several monthly meetings to highlight the Foundation and answer questions.
- Attend free SHRM web casts for volunteer leaders on SHRM Foundation topics.
- Encourage the Chapter membership to contribute financially to the SHRM Foundation as a show of support for the human resources profession.
  - Be available at Monthly meetings to answer questions and promote the benefits of the SHRM Foundation.
  - Promote a fundraising effort each quarter (i.e., Silent Auction, Business Card Draw, and Raffle).
- Encourage the Chapter membership to support an annual contribution to the SHRM Foundation by the Chapter.
  - Campaign for the Annual Chapter Foundation Drive during the monthly meetings leading up to the annual drive.
- Advise and update the Chapter membership of the Foundation's activities and fund-raising needs.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the Human Resources community.
- Attend all monthly membership and Board of Directors meetings.
- Prepare the SHRM Foundation budget and submit to the Treasurer each year before the December monthly meeting.
- Work with incoming SHRM Foundation Director to transition duties.
- Maintain Volunteer Leader Notebook.
- Coordinate committee volunteer needs with the Volunteer Director and inform him/her of any appointed committee members.
- Submit your individual Update Report to the Secretary and review the compiled reports before each Board meeting.
- Complete other assignments as requested by the President or the Board of Directors.
- Designate RWHRMA as his/her primary Chapter.

Resources Available:

- SHRM supplies the following resources for Chapter Foundation Directors
  - Chapter Position Descriptions
  - SHRM Leaders Guide
  - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/chaphelp.asp>
- SHRM Foundation Chapter Toolkit is available at <http://www.shrm.org/foundation/volunteertoolkit.asp>, where you can find:
  - Fundraising Ideas
  - Newsletter Inserts
  - Chapter Champions Program
  - Chapter Pledge Form
  - SHRM Foundation Video
  - SHRM Foundation Contacts

## SHRM FOUNDATION GOLF TOURNAMENT TIMELINE

January	Sponsor Letter Complete
January	Call Prestonwood about booking the tournament
February	Golfer and Sponsorship Registration set up on website.
February	Design Flyer
February	February Newsletter Article
February	Send out Flyer to membership
March	Call Prestonwood about Cocktail Reception Space
April	April Newsletter Article
April	Coordinate Boxed Lunches
April	Secure Sponsorship
May	Press Release - Call for Golfers
May	Coordinate Tournament Signs Printing
June	June Newsletter Article
June	Eblast - Call for Golfers
July	Coordinate where all goodie items are sent.
July	Design tournament programs
July	Golfer Registration Deadline
July	Confirm Boxed Lunches
July	Email pairings to Tony
July	Pick up Tournament Signs from Printer
July	Create looping presentation for the reception
July	Confirm Cocktail Reception Food
July	Put all the Goodie Bags together
July	Drop off signs and food/beverages at Prestonwood.
July	Buy Food and Beverages
July	Golf Tournament
August	Press Release for Golf Tournament Results
September	Follow up on all outstanding payments from Sponsors and Golfers yet to be made
October	Draft SHRM Foundation Letter for contribution
	Send Final Contribution Letter to SHRM Foundation in time for Leadership
November	Conference

## SHRM FOUNDATION - Other Activities

February	Promote SHRM Foundation at Monthly Meeting
September or October	Plan another Fundraiser

## RWHRMA MASTER'S PROGRAMS CHAIR

### Position Summary:

Manage the development and provision of Master's Series programs/speakers for the chapter, including speaker selection/recruitment, venue, meeting registration process (thru onsite and online registration), introduction of sponsors/speakers, registration fees accounting/deposits, and liaison with venue representative.

### Responsible To:

The members of the chapter  
The Chapter Vice President - Programs  
Members of Master's Series committee

### Responsibilities:

- Ensure the chapter's Master's Series programs are effectively promoted and occur as planned.
- Assist as needed in recruiting members to serve in area of responsibility.
- Ensure effective communication of programs to members, via chapter communications mechanisms - including online pages/calendar.
- Keep abreast of developments in the human resources field in order to ensure chapter provides timely program topics – *with HRCI pre-certification credits when possible*.
- Schedule/attend/lead committee meetings as needed.
- Support/encourage committee members throughout the year.
- Participate in the development and implementation of short-term and long-term strategic planning on behalf of the chapter and this role.
- Represent the chapter in the Human Resources community.
- Complete other assignments as requested by the Vice President – Programs or the Board of Directors.

### Resources Available:

- SHRM supplies the following resources for Chapter Leaders (and similar roles)
  - Chapter Best Practices
  - Chapter Position Descriptions
  - SHRM Leaders Guide
  - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/chaphelp.asp>

## RWHRMA Master Series Timeline

November	Establish budget and gain approval for next year Determine the number of programs to hold (4-5) Select dates for programs that do not conflict with other HR Programs for example: February, April, June, August and October Contact sponsor coordinator requesting sponsors for the programs
December	Select topics for a 3 hours HRCI certified program <ol style="list-style-type: none"><li>utilize the survey results from the RWHRMA members</li><li>HRCI topics recommended for strategic certification</li><li>recommended speakers/topics from RWHRMA officers</li></ol> <p>Begin process for the February program:</p> <ol style="list-style-type: none"><li>Select speaker</li><li>request outline of program from speaker</li><li>negotiate speaker fees, travel and other expenses in line with budget</li><li>send outline with date for program to HRCI Chair and VP of Programs; requesting HRCI certification (strategic certification is preferred)</li><li>select location (Wake Tech, Harris Wholesale, Apex, CC, Univ of Phoenix, etc.)</li><li>post program information on RWHRMA website</li></ol>
January	Begin process for next program (April) while waiting for HRCI Cert for Feb Program Continue February program: <ol style="list-style-type: none"><li>Arrange for 2 volunteers to help on night of program</li><li>Request email blast to RWHRMA members about program</li><li>Download registration list to an excel spreadsheet to have a count for food order and to prepare name tags.</li><li>Order food and allow for a couple of extra last minute participants.</li><li>Prepare name tags and once HRCI certification is received, prepare certification forms to hand out after 1/2 of program is completed.</li></ol>
February	Continue process for April program; following the February outline of activities Finalize February program: <ol style="list-style-type: none"><li>Contact speaker for any last arrangements</li><li>Reconfirm location, food and volunteers</li><li>Any payments on night of program need to be given to VP of Programs</li></ol>
February through balance of year	Continue the general process for all programs as is illustrated for February. Track cost against the budget Keep notes to track tasks and provide a history of activity for each program. At end of year copy pertinent records for the year onto a CD for future use by Masters Chair.



## METRICS DIRECTOR

### Position Summary:

The Director is responsible for creating and sending out program evaluations following all Chapter programs and Board meetings, providing feedback to the Board on the results of those surveys and creating and sending out an annual membership survey to assess the needs of our members and their satisfaction with our benefits and services. He/she collects Chapter metrics and reports those metrics to the Board. This position reports to the VP of Programs and serves on the Programs Committee.

### Responsible to:

The Chapter Board of Directors  
The Chapter VP of Programs  
The members of the Chapter

### Responsibilities:

- Determine key chapter metrics (KCMs) via discussion with officers and collaboratively display and communicate ongoing KCMs.
- Research, discuss, and implement appropriate, ongoing chapter KCMs.
- Create, co-create, deploy, analyze and report on various data collection efforts (surveying/formals) as needed.
- Assist publicity chair and chapter PR firm with public surveys – as well as with analysis and reporting of collected data.
- Recruit, lead and develop members of metrics committee.
- Coordinate committee volunteer needs with the Volunteer Director and inform him/her of any appointed committee members.
- Submit your individual Update Report to the Secretary and review the compiled reports before each Board meeting.
- Represent chapter and committee in local Human Resources community.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Attend monthly membership and Board of Directors meetings.
- Prepare the Secretary budget and submit to the Treasurer each year before the December monthly meeting.
- Work with incoming Metrics Director to transition duties.
- Maintain Volunteer Leader Notebook.
- Designate RWHRMA as his/her primary Chapter.
- Complete other assignments as her/her primary Chapter.
- Complete other assignments as requested by the President or the Board of Directors.

## RWHRMA Metrics & Survey Committee Chair Timeline

### January

- Survey participants 2 days after each monthly meeting
- Report survey results - all data and speaker data only - to program chairperson and vp-programs, 10 days after survey activation date

### February

- Survey participants 2 days after each monthly meeting
- Report survey results - all data and speaker data only - to program chairperson and vp-programs, 10 days after survey activation date

### March

- Survey participants 2 days after each monthly meeting
- Report survey results - all data and speaker data only - to program chairperson and vp-programs, 10 days after survey activation date

### April

- Survey participants 2 days after each monthly meeting
- Report survey results - all data and speaker data only - to program chairperson and vp-programs, 10 days after survey activation date
- Conduct quarterly BOD meeting survey

### May

- Survey participants 2 days after each monthly meeting
- Report survey results - all data and speaker data only - to program chairperson and vp-programs, 10 days after survey activation date

### June

- Survey participants 2 days after each monthly meeting
- Report survey results - all data and speaker data only - to program chairperson and vp-programs, 10 days after survey activation date

### July

- Survey participants 2 days after each monthly meeting
- Report survey results - all data and speaker data only - to program chairperson and vp-programs, 10 days after survey activation date
- Conduct quarterly BOD meeting survey

### August

- Survey participants 2 days after each monthly meeting
- Report survey results - all data and speaker data only - to program chairperson and vp-programs, 10 days after survey activation date

### **September**

- Survey participants 2 days after each monthly meeting
- Report survey results - all data and speaker data only - to program chairperson and vp-programs, 10 days after survey activation date

### **October**

- Survey participants 2 days after each monthly meeting
- Report survey results - all data and speaker data only - to program chairperson and vp-programs, 10 days after survey activation date
- Conduct quarterly BOD meeting survey

### **November**

- Survey participants 2 days after each monthly meeting
- Report survey results - all data and speaker data only - to program chairperson and vp-programs, 10 days after survey activation date
- Conduct/report results of annual member survey - and/or membership or programs surveys - if conducted during the year.

### **December**

- Survey participants 2 days after each monthly meeting
- Report survey results - all data and speaker data only - to program chairperson and vp-programs, 10 days after survey activation date
- Conduct quarterly BOD meeting survey

### **Other duties expected throughout the year:**

- Survey participants and report (same as monthly meeting requirements stated above) after scheduled C&BP and Masters Program sessions - *as scheduled*.
- Create, deploy, analyze and report *as needed* on special surveys as directed by BOD.
- Create, analyze, and report chapter metrics *as directed* by BOD.
- Create, deploy, analyze and report PHR/SPHR Study Group presenter feedback surveying/reporting - *as scheduled*.
- Hold committee meetings *as needed*.
- Recruit and train new committee members *as needed* (includes set up and training for Empliant and Affiniscape).

## RWHRMA PAST PRESIDENT

### Position Summary:

Advise the President and other officers and Board of Directors members regarding past practices, general operations, and other matters to assist in the smooth running of the organization. Serve as an advisor to the President, and fulfill such duties as requested by the President and/or Board of Directors.

### Responsible To:

The chapter President  
The chapter Board of Directors  
The members of the chapter

### Responsibilities:

- Act as advisor to chapter Board of Directors regarding past practices and operations in accordance with chapter's bylaws. Upon request, assist officers in performing their responsibilities.
- Serve on Nominating Committee, assisting in the development of a slate of qualified candidates for open Board of Directors positions in accordance with the bylaws.
- Promotes the tuition assistance to members and utilizes the awards committee to judge nominees.
- Accumulate information all year about the chapter and compile it for the Chapter Achievement Plan submitted to SHRM by January 31 each year. Submission of the Chapter Achievement Plan is required by SHRM and covers the year just passed. Submissions should be sent no later than January 31 to your SHRM Regional Team at SHRM.
- Assist in the preparation for submission for chapter Pinnacle Award nominations, if applicable.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the Human Resources community.
- Attend all monthly membership and Board of Directors meetings.
- Work with incoming Past President to transition duties.
- Maintain Volunteer Leader Notebook.
- Present the President with his/her Past President plaque.
- Complete other assignments as requested by the President or the Board of Directors.
- Designate RWHRMA as her/his primary chapter.

### Requirements:

- Must be a SHRM member in good standing during his/her entire term of office.
- Must be elected by the Chapter membership.

### Resources Available:

- SHRM supplies the following resources for Chapter Past-Presidents
  - Award Programs (Pinnacle, etc.)
  - Chapter Achievement Plan
  - Chapter Best Practices
  - Chapter Position Descriptions
  - SHRM Leaders Guide
  - SHRM Strategic Planning Toolkit
  - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/chaphelp.asp>

**RWHRMA PAST PRESIDENT TIMELINE**

	<ul style="list-style-type: none"><li>• Promotes the tuition assistance to members and utilizes the awards committee to judge nominees.</li></ul>
Dec	<ul style="list-style-type: none"><li>• At RWHRMA chapter meeting, recognize current RWHRMA Board by asking them to rise and be recognized, followed by the current President recognizing incoming board.</li><li>• At RWHRMA chapter meeting present Past President's Plaque to outgoing president.</li></ul>

## **RWHRMA PRESIDENT**

### **Position Summary:**

Provide leadership to the local chapter consistent with state, regional, and SHRM policy, strategies and objectives. Effectively operate the chapter so that the needs of the members are met. The President shall preside at the meetings of the members and the Board. He/she shall direct the Chapter and have charge and supervision of the affairs and business of the Chapter, subject to the ultimate management authority of the Board of Directors. 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 chapter Board of Directors  
The State Council Director

### **Responsibilities:**

- Conduct the business of the chapter in accordance with the chapter bylaws and serve as chairperson of the chapter's Board of Directors.
- Preside over the activities of all officers and directors, as well as standing committees, to ensure the accomplishment of chapter goals, objectives, and strategies.
- Monitor the use, accounting, and handling of the chapter funds.
- Serve as liaison to SHRM for the Chapter.
- Chair all meetings of chapter officers and members.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the Human Resources community.
- 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 a current, active SHRM membership.
- 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.
- Participate in the Chapter's Budget & Finance Committee.
- Coach/mentor the President-elect throughout the year, keeping him/her apprised of Chapter operations and work with the President-elect to transition duties.
- Coordinate with the Volunteer Director and host a Volunteer Reception and present select gifts and certificates to volunteer leaders.
- Prepare and submit the SHRM CAP (as Past President), Pinnacle, and NC SHRM Crown Award submissions.
- Prepare the President's budget and submit to the Treasurer each year before the December monthly meeting.
- Work with incoming President to transition duties.
- Maintain Volunteer Leader Notebook.
- Submit the President's Update Report to the Secretary and review the compiled reports before each Board meeting.
- Designate RWHRMA as his/her primary Chapter.
- Complete other assignments as requested by the Board of Directors.

Requirements:

- Must be an SHRM member in good standing elected by the chapter membership.
- Must be elected by the Chapter membership.
- Must attend quarterly State Council meetings.
- Must attend the SHRM National Conference and NC SHRM State Conference on behalf of the Chapter.

Resources Available:

- SHRM supplies the following resources for Chapter Presidents
  - Chapter Achievement Plan
  - Chapter Best Practices
  - Chapter Financial Support Program
  - Chapter Position Descriptions
  - Guide to Chapter Financial Management
  - Member Madness Program
  - SHRM-Approved Graphics
  - SHRM Leaders Guide
  - SHRM Strategic Planning Toolkit
  - Succession Planning for Your Chapter Board of Directors
  - And MUCH MORE...available online at
    - <http://www.shrm.org/chapters/resources/chaphelp.asp>
    - <http://www.parliamentarians.org/parlpro.htm#Roberts>
    - <http://www.afge3d.org/rulesintro.html>

## RWHRMA President Timeline

### **Monthly**

- Prepare update of activities and submit by Friday before BOD meeting to Sec'y
- Chair BOD meeting, first Wednesday each month
- Article for eNewsletter by Friday following BOD meeting to Newsletter Chair
- Solicit announcements for the monthly meeting
- Chair the monthly membership meeting – coordinate flow of announcements, speakers

### **January**

- Budget should be adopted/finalized
- Register for SHRM Conference – hotel should be reserved during Leadership Conference
- Past President submits CAP
- Attend NCSHRM Meeting on behalf of RWHRMA

### **February**

- Support HR Games - NC

### **March**

- Quarterly Strategic Plan Update Coordinated for BOD
- Remind BOD about CAP tasks

### **April**

- Attend NCSHRM Meeting on behalf of RWHRMA

### **May**

- Support Regional HR Games

### **June**

- Attend SHRM National Conference on behalf of RWHRMA
- Quarterly Strategic Plan Update Coordinated for BOD
- Remind BOD about CAP tasks

### **July**

- VP of Programs begins process of reserving meeting location and dates
- Promote volunteer recruitment
- Mid-year budget review

### **August**

- Promote volunteer recruitment

### **September**

- Attend State SHRM Conference on behalf of RWHRMA

- Quarterly Strategic Plan Update Coordinated for BOD
- Remind BOD about CAP tasks
- Attend NCSHRM Meeting on behalf of RWHRMA
- Promote volunteer recruitment

### **October**

- Details finalized for volunteer reception with Volunteer Director
- Present slate of officers to the membership and take nominations from the floor

### **November**

- BOD Planning Retreat for following year coordinated by President Elect

### **December**

- Volunteer Reception coordinated with Volunteer Director
- Quarterly Strategic Plan Update Coordinated for BOD
- Attend NCSHRM Meeting on behalf of RWHRMA
- Installation of new BOD
- Be prepared to submit CAP in January



## RWHRMA PRESIDENT-ELECT

### Position Summary:

The President-Elect, at the request of the President or in his/her absence or disability, may perform any of the duties of the President. He/she shall have such other powers and perform such other liaison duties as the Board or the President may determine. This is a 3-year term beginning with President-Elect, President, and then Past-President. During this first year as President-Elect, he/she is responsible for learning the operations and financial management of the Chapter, and planning for his/her upcoming year as President. Responsible for the administration of the Robert F. McLain award, the BOM, and other duties as assigned by the President. He/she will assume the office of President immediately following the term as President-Elect.

### Responsible To:

The members of the chapter  
The chapter President  
The chapter Board of Directors

### Responsibilities:

- Chair the Awards Committee and Nominations Committee.
- Work closely with the Volunteer Director to recruit volunteers.
- Attend the annual SHRM Leadership Conference and designate other RWHRMA representatives to attend.
- Coordinate the communication and collection of nominees for the Robert F. McLain award.
- Work with the Secretary to update Volunteer Leader notebooks with information relative to all Volunteer Leaders (i.e, annual meeting info, new Board contact info, SHRM materials) and passing them out at the Annual Planning meeting.
- Learn the Chapter financial operations, policies, and practices.
- Review and update the BOM annually.
- Coordinate the update of all position descriptions annually.
- Review the Chapter organizational chart annually with the Volunteer Director as to any changes to appointed positions or volunteer roles.
- Plan, host, and lead the Annual Planning meeting.
- Plan, host and lead an annual Orientation to the Chapter for all new volunteers.
- Attend NC SHRM State Council meetings quarterly.
- Meet with incoming Board members and committee chairs to review your vision and goals for the upcoming year.
- Give clear direction to incoming volunteer leaders on your expectation for the upcoming year.
- Lead the incoming volunteer leaders in budget preparation for the upcoming plan year.
- Perform all special projects as assigned by the President.
- Upon request, assist all officers in performing their responsibilities.
- Attend (and preside over, if necessary) all monthly membership and Board of Directors meetings.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the Human Resources community.
- Prepare the President-elect budget and submit to the Treasurer each year before the December monthly meeting.
- Work with incoming President-elect to transition duties.
- Maintain Volunteer Leader Notebook.
- Submit your individual Update Report to the Secretary and review the compiled reports before each Board meeting.
- Designate RWHRMA as her/his primary Chapter.

Requirements:

- Must be a SHRM member in good standing for the entire term of his/her office.
- Must be elected by the Chapter membership.

Resources Available:

- SHRM supplies the following resources for Chapter Vice-Presidents or Presidents-Elect
  - Chapter Achievement Plan
  - Chapter Best Practices
  - Chapter Financial Support Program
  - Chapter Position Descriptions
  - Guide to Chapter Financial Management
  - Member Madness Program
  - SHRM-Approved Graphics
  - SHRM Leaders Guide
  - SHRM Strategic Planning Toolkit
  - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/chaphelp.asp>

## RWHRMA President-Elect Timeline

Jan	<p><b>Board Operations Manual:</b></p> <ul style="list-style-type: none"> <li>• Continuously throughout the entire year, update the Board Operations Manual to keep current. Consult with the President on changes as needed and present to the Board for approval.</li> <li>• Maintain the electronic copy on the website and send “Change Pages” to the Board as needed so their volunteer notebooks can be maintained.</li> <li>• Throughout the year, shadow the President, observing closely at Board and Monthly Chapter Meetings.</li> </ul>
Feb	<p><b>Financial</b></p> <ul style="list-style-type: none"> <li>• Meet with Treasurer at the Association’s bank for signature card updates and access to safety deposit box</li> </ul>
March	
April	<p><b>Robert F. McLain Award:</b></p> <ul style="list-style-type: none"> <li>• Update and activate the form on the RWHRMA website.</li> <li>• Call for nominations in the newsletter and at the Monthly Chapter Meeting.</li> <li>• Utilize the Awards Committee to judge nominees based on criteria contained in the Board Operations Manual.</li> </ul>
May	<p><b>Robert F. McLain Award:</b></p> <ul style="list-style-type: none"> <li>• Present the award at the Monthly Chapter Meeting</li> <li>• If the award is given to the current President of RWHRMA, then the President Elect submits the Robert F. McLain Award winner to the State Council as the nomination for the Richard Peoples Professional of the Year Award.</li> </ul> <p><b>Best Practices Award:</b></p> <ul style="list-style-type: none"> <li>• Promote this award to the general membership at the Monthly Chapter Meeting and in the newsletter encouraging the membership to submit their individual application directly to NCSHRM State Council for consideration by the June 1<sup>st</sup> deadline each year.</li> </ul>
June	
July	<p><b>Succession Plan:</b></p> <ul style="list-style-type: none"> <li>• Begin informally considering potential leaders</li> </ul>
Aug	<p><b>Succession Plan:</b></p> <ul style="list-style-type: none"> <li>• Hold Nominations Committee meetings to officially begin process</li> <li>• Review and adopt attached Succession Plan: General Guideline for Call of Volunteers &amp; Process</li> </ul>
Sept	<p><b>Succession Plan:</b></p> <ul style="list-style-type: none"> <li>• Hold Nominations Committee meetings to officially begin process. Finalize prior to Oct Board meeting.</li> <li>• Meet with new “to be” board members, explain expectations &amp; job descriptions.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ask new board members for 2-3 sentences about their background to share at the Monthly Chapter Meeting when introducing.</li> <li>• ID facilitator for Annual Planning meeting typically held the day of the November Board meeting.</li> </ul> <p><b>Leadership Conference:</b></p> <ul style="list-style-type: none"> <li>• Register self for Leadership Conference in DC &amp; consider who of 2009 slate to send. Gauge interest of volunteers who are returning if want to attend (RWHRMA typically sends 2009 Pres + 3 other leaders which Pres Elect selects).</li> <li>• Reserve rooms for 4 to attend Leadership Conference in DC area.</li> </ul>
Oct	<p><b>Succession Plan:</b></p> <ul style="list-style-type: none"> <li>• At Board Meeting, present slate of leaders for upcoming year for courtesy.</li> <li>• Present slate of leaders at Monthly Chapter Meeting. Voting will occur for elected positions.</li> <li>• Secure location for Annual Planning Meeting and work with facilitator for meeting.</li> <li>• Meet with incoming Officers to finalize agenda for Annual Planning Meeting (remember to include review of Board Operations Manual on Agenda).</li> <li>• Continue to meet with new “to be” board members, explain expectations &amp; job descriptions.</li> <li>• Coordinate an Annual Board Orientation prior to the Annual Planning Meeting to acquaint new Board members with the Chapter history, structure, planning cycle, Board Operations Manual, policy, duties, responsibilities, and other actives.</li> </ul> <p><b>Leadership Conference:</b></p> <ul style="list-style-type: none"> <li>• ID &amp; notify the 3 other leaders to attend Leadership Conference early in month and have them register for the conference.</li> </ul>
Nov	<p><b>Succession Plan:</b></p> <ul style="list-style-type: none"> <li>• Hold Annual Planning Meeting with Board to welcome and introduce new Board members, discuss roles and responsibilities of each Board member, communicate recommendations for the Chapter’s goals for the upcoming year from the outgoing Board, and to establish Board goals for the upcoming year. It will also include a review of the BOM, Strategic Plan, and Budget structure. The President-Elect may also add any additional items that require planning for the upcoming year. This meeting may be a half-day or full-day meeting as planned by the President-Elect.</li> </ul> <p><b>Leadership Conference:</b></p> <ul style="list-style-type: none"> <li>• Attend SHRM Leadership Conference and bring back ideas for upcoming year</li> </ul> <p><b>Budgeting:</b></p> <ul style="list-style-type: none"> <li>• Prepare and submit budget to the Treasurer budget based on goals.</li> </ul> <p><b>President’s Gift</b></p> <ul style="list-style-type: none"> <li>• Order a gift not to exceed \$150 to be given to the President in</li> </ul>

	appreciation from the Chapter to be given at the Board recognition reception.
Dec	<b>Succession Plan:</b> <ul style="list-style-type: none"><li>• Take Oath for role of President alongside other Board members.</li></ul> <b>President's Gift</b> <ul style="list-style-type: none"><li>• Present the President with a gift of appreciation from the Chapter at the Board recognition reception.</li></ul>



## RWHRMA DIVERSITY DIRECTOR

### Position Summary:

Promote diversity in the organization by developing chapter diversity initiatives, planning diversity programs, and spearheading the effort to increase diversity among the Chapter's membership and leadership. Work with the Programs Committee to ensure that at least one monthly program focuses on this core area. Publicize successful diversity programs in the local community.

### Responsible To:

The members of the chapter  
The chapter Board of Directors  
The Chapter President  
State Council Diversity Director

### Responsibilities:

- Coordinate and manage the annual Diversity Conference
- Attend free SHRM web casts for volunteer leaders on Diversity topics.
- Write a "Did you know" Diversity fact for each month's newsletter.
- Plan a diversity program and coordinate it with the Chapter Meeting Chair.
- Organize a diversity initiative – community service project. Potential partnership with Mayors Committee for Persons with Disabilities.
- Develop and/or distribute information and materials to chapter members to promote diversity in the workplace.
- Publicize to chapter members examples of successful diversity efforts being undertaken by chapter members in their particular workplaces.
- Identify minorities and other individuals with diverse backgrounds in the local area who might be interested in joining the chapter.
- Identify current chapter members with diverse backgrounds who might be interested in volunteer leadership opportunities.
- Be available for presentations if and when appropriate, or help to identify both diversity programs/speakers for conferences or chapter programs and speakers with diverse backgrounds for conferences or chapter programs.
- Network with other Diversity Directors from other chapters within the state.
- Coordinate efforts in developing diversity initiatives that can serve as models for other chapters.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the Human Resources community.
- Attend all monthly membership and Board of Directors meetings.
- Prepare the Diversity budget and submit to the Treasurer each year before the December monthly meeting.
- Work with incoming Diversity Director to transition duties.
- Maintain Volunteer Leader Notebook.
- Coordinate committee volunteer needs with the Volunteer Director and inform him/her or any appointed committee members.
- Submit your individual Update Report to the Secretary and review the compiled reports before each Board meeting.
- Complete other assignments as requested by the President or the Board of Directors.
- Designate RWHRMA as his/her primary Chapter.

Resources Available:

- SHRM supplies the following resources for Chapter Diversity Directors
  - Chapter Position Descriptions
  - SHRM Leaders Guide
  - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/chaphelp.asp>
- SHRM Chapter Diversity Toolkit is available online at <http://www.shrm.org/diversity/members/toolkit/> where you can find:
  - Ten Strategies for Diversifying Your Chapter
  - Networking Guide
  - Chapter Programming Ideas
  - Diversity Resources

## **RWHRMA Diversity Director Timeline**

### **November**

- Contact McKimmon Center to select a date for the following year's Changing Faces Diversity Conference (typically held in May) and obtain a draft of the contract documents

### **December**

- Meet with the diversity committee team members to introduce them to the Changing Faces Diversity Conference idea and explain the planning requirements needed between January and May of upcoming year

### **January**

- Meet with RWHRMA President and Janny Flynt to discuss how RWHRMA, Wake County Human Services and Capital Area JobLink will collaborate on the conference
- Early January, meet with the diversity committee to finalize the theme and topics for the diversity conference
- Review the conference budget
- By mid-January, launch a Request for Presentations on the RWHRMA website and advertise during the Chapter meeting (ask for an early February deadline) and any other pertinent area from which to draw presenters
- In collaboration with the diversity committee, establish the registration deadlines and fees (i.e. February 15-March 15 is early bird; March 16-April 30 is regular; May 1-May 15 is late registration). Staggered conference fees should be applied
- Update the RWHRMA website
- In January or early February, you will be asked to provide a diversity speaker for one of the chapter meetings. Ask for a late summer/early fall meeting, so as to not have to coordinate that while you are trying to plan for the conference

### **February**

- The committee should review all presentation submittals, select speakers and finalize the conference tracks
- Based on the conference theme and topics within each conference track, decide who should be the opening keynote (this person could come from the request for proposals or through professional contacts of the other committee members)
- Contact all selected presenters by phone and rejected proposals via email or US mail
- Send Speaker Confirmation letters to each presenter (see example in Diversity Director Binder)
- Determine sponsorship needs (see example in Diversity Director Binder)
- Create a marketing document for dissemination at the February Chapter meeting, which should include the conference agenda, registration information and a list of sponsorship opportunities (see examples in Diversity Director Binder)
- Update the RWHRMA website
- The committee should decide the marketing path forward, including what collateral needs to be created and where to advertise (see examples in Diversity Director Binder)
- Send an email to the last 2 years of conference attendees with a promotional code to allow them to register at a discounted price
- Send an email to the last year's conference sponsors to ask if they would like to sponsor again
- Touch base with the McKimmon Center to discuss the contract and expected attendance (refer to the contract for additional deadlines)

## **March**

- Continue marketing efforts for sponsorship and attendees
- Disseminate a conference reminder at the Chapter meeting and stress early-bird registration is closing soon
- Update the RWHRMA website
- Based on the number of conference registrations, review the McKimmon contract to determine if adjustments to the spacing needs should be changed (please note their deadlines for making changes)

## **April**

- Continue marketing efforts for sponsorship and attendees
- Disseminate a conference reminder at the Chapter meeting
- Update the RWHRMA website
- Discuss AV needs with McKimmon (please note that the McKimmon IT department has historically provided a \$500 sponsorship towards our AV needs for the conference)
- Touch base with your conference speakers
- Finalize the conference program for printing

## **May**

- Disseminate a conference reminder at the Chapter meeting
- Meet with committee and volunteers to discuss roles and responsibilities at the conference
- Hold Conference
- Update the RWHRMA website

## **June**

- Start planning who will be the diversity speaker for the chapter meeting
- In collaboration with your committee, discuss what diversity initiatives you would like to tackle. You may want to start that conversation earlier in the year, however, the action plan execution may not start until June, now that the conference has been held

## **July**

- Continue planning and executing diversity committee goals
- Update the RWHRMA website

## **August**

- Continue planning and executing diversity committee goals
- Update the RWHRMA website

## **September**

- Continue planning and executing diversity committee goals
- Update the RWHRMA website

## **October**

- Continue planning and executing diversity committee goals
- Update the RWHRMA website

## RWHRMA SECRETARY

### Position Summary:

The Secretary shall be responsible for recording and distributing the minutes of all meetings at the Chapter, for making all members aware of such meetings, be responsible for creating and maintaining the master Chapter calendar, maintaining and distributing a roster of all Board members and their contact information, collection and distribution of all Volunteer Leader notebooks to include updating Chapter documents as necessary.

### Responsible To:

The members of the chapter  
The Chapter President  
The chapter Board of Directors

### Responsibilities:

- Issue notice of the Board of Directors meetings two weeks prior to the scheduled meeting date. After consultation with the president, the secretary should prepare and distribute copies of the agenda for such meetings.
- Collect individual update reports and prepare a master update report for posting to the website prior to the meeting.
- Maintain a record of attendance and prepare the minutes of all officers' and directors' meetings and regular chapter meetings.
- Keep an up-to-date roster of names and addresses of all Board members. *If addresses are changed, the secretary should notify SHRM headquarters.*
- Post Board information including pictures on the website and update when necessary.
- Order name tags for the Board members from SHRM and made badges/tent cards for the Annual Planning Meeting.
- Prepare, maintain and distribute a master Chapter Calendar.
- Coordinate the collection and distribution of Volunteer Leader Notebooks each year.
- Work with the President-Elect to update Volunteer Leader notebooks with information relative to all Volunteer Leaders (i.e., annual meeting info, new Board contact info, SHRM materials).
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the Human Resources community.
- Attend all monthly membership and Board of Directors meetings.
- Prepare the Secretary budget and submit to the Treasurer each year before the December monthly meeting.
- As requested on behalf of the Board, communicate to the membership pertinent information such as meeting announcements, newsletters, and other information. This information may also be requested to be sent to the district director, the state director, and your SHRM Regional Team.
- Transmit all necessary annual election information to the membership *and inform the SHRM Regional Team of the results as needed.*
- Maintain and update webpages as assigned.
- File and maintain all personnel information, job opportunity letters, and other pertinent Chapter information on behalf of the Board.
- File and maintain permanent records such as:
  - Those original chapter bylaws and dated copies of each amendment to those bylaws.
  - A list of current officers, committee members, and general membership.
  - Copies of all chapter publications.
  - Approved and signed minutes of all Board of Directors and membership meetings.

- Maintain the “board members only” section of the RWHRMA website.
- Work with incoming Secretary to transition duties.
- Maintain Volunteer Leader Notebook.
- Coordinate committee volunteer needs with the Volunteer Director and inform him/her of any appointed committee members.
- Submit your individual Update Report to the Secretary and review the compiled reports before each Board meeting.
- Complete other assignments as requested by the President or the Board of Directors.
- Designate RWHRMA as his/her primary Chapter.

Resources Available:

- SHRM supplies the following resources for Chapter Secretaries
  - Chapter Chatter Guidelines
  - Chapter Position Descriptions
  - Guide to Maintaining Your Chapter’s History
  - Secretary’s Guide to Taking Minutes
  - SHRM Leaders Guide
  - And MUCH MORE...available online at  
<http://www.shrm.org/chapters/resources/chaphelp.asp>

### RWHRMA Secretary Timeline

December	<ul style="list-style-type: none"><li>• Ten days prior to the board meeting, send out email to board members informing them of the board meeting to be held on the first Wednesday of January.</li><li>• Include instructions and template for update reports</li><li>• When all update reports are received, prepare agenda for January's meeting</li><li>• Post update reports on the web site</li><li>• Three days before the board meeting, send agenda and update reports to all board members</li><li>• Compile spreadsheet of board members separated into sections for voting and nonvoting for attendance purposes</li><li>• Compile contact list of board members to include name, address, phone number, email address</li><li>• Obtain training for the web site</li></ul>
Jan	<ul style="list-style-type: none"><li>• At the first board meeting, pass around sign up sheet for breakfast for the board meetings. Make sure names and contact information is accurate</li><li>• Order name badges (make sure you specify "magnet" or they will automatically send pins)</li><li>• Take minutes and record attendance at the board meeting</li><li>• Post minutes on web site</li><li>• Ten days before the next board meeting, send out a reminder to forward update reports to Secretary</li><li>• When all update reports are received, prepare agenda for board meeting</li><li>• Post update reports on the web site</li><li>• Create agenda</li><li>• Three days before the board meeting send agenda, update reports and minutes to all board members</li></ul>
Feb	<ul style="list-style-type: none"><li>• Take minutes and attendance at the board meeting</li><li>• Post minutes on web site</li><li>• Ten days before the next board meeting, send out a reminder to forward update reports to Secretary</li><li>• When all update reports are received, prepare agenda for board meeting</li><li>• Post update reports on the web site</li><li>• Create agenda</li><li>• Three days before the board meeting send agenda, update reports and minutes to all board members</li></ul>
Mar	Same as above

# Social Events Committee Chair

## Position Summary:

Serve as Chair of the Social Events committee. This responsibility includes the direction and coordination of the annual Spring Social and annual Membership Open House. He/she shall have authority to appoint sub-committee members to plan and implement the activities associated with both events.

## Responsible To:

- Chapter Members
- The Assistant Vice President of Membership (AVPM)
- The Vice President of Membership (VPM)

## Responsibilities:

- Estimate and submit annual budget requests to the AVPM on estimated revenue and expenses for both events.
- Owner of the Social Events web page as well as the event registration pages for each event. Responsible for making sure all pages are up-to-date following the overall style of our web pages and our Raleigh-Wake Branding Guidelines.
- Ensure promotion of each event in coordination with the Communications Director through use of e-blasts, SHRM e-blasts, promotion at monthly meetings or other chapter programs, advertisements in the newsletter, PR releases, etc
- Ensure the logistical planning of all facets of both events including but not limited to, securing a location, planning menu, coordinating technology needs, securing sponsors or door prizes, registration and cancellation policy and enforcement.
- Lead committee is performing duties as needed.
- Serve as point of contact for the questions regarding both events.
- Negotiate contract for location and or catering for approval. Submit to VPM for signature of the President. (Note: all contracts which financially obligate the Chapter must be signed by the President).
- Maintain and review annually a process map outlining each event, planning timeline, etc.
- Maintain a list of HR Volunteers who serve on the Social Events committee and provide that list to the AVP.
- Update the AVPM regularly with attendance projections and registration actual.
- Create and maintain historical records for each event showing dates, location, theme, attendance numbers, cost, budget vs actual, etc

## Additional Duties

- Be proactive in discovering new ways to enhance or build on these members services.
- Attend training on how to make updates to the webpage.
- Participate in quarterly committee meetings of the Membership Committee and attend Chapter meetings as much as possible (minimum of 3 per year).
- Additional duties as requested by the AVPM or VPM.
- Create/maintain a volunteer leader notebook and position description that accurately reflects the duties and responsibilities of this role and the role of all committee members and proactively transition duties and serve as a point of contact for the new volunteer when term is completed.
- Recruit and mentor a volunteer to assume this position when term is complete.
- Maintain volunteer time record to track the number of volunteer hours worked to receive credit towards membership renewal the following year and to be able to provide an accurate update of the estimated number of volunteer hours needed by this role to the new incumbent.
- Represent the chapter in the Human Resources community.

### Resources Available:

- Historical records of past Social Events
- SHRM Volunteer Resource Center ([www.shrm.org/vlrc](http://www.shrm.org/vlrc))
- AVPM or VPM
- Volunteer Notebook

### Volunteer Commitment

- It is estimated that this role will consume approximately 30 hours of volunteer time per year.

## RWHRMA Social Committee Timeline

The Social Committee is charged with administering two events per calendar year – the Spring Social (typically in May) and the Fall Open House (typically in October).

### Spring Social

#### *Spring Social Timeline*

- The timeline will be dependent upon how you want to run your committee and the details of your event. Loosely –
  - **January.** E-mail your committee members in January and ensure that they are still interested in being on the committee. If you need more volunteers – start recruiting! Establish an initial conference call / meeting with your group. You should discuss that there are two events that need to be planned for the year. You may want to have an agenda of items to discuss (see below for ideas).
  - **February.** By late February you will probably want to have your location nailed down. If the social is in May you may be competing against weddings, graduations, etc. – so it’s a good idea to have the location reserved as early. You will also want to assign duties to your committee members – establish who will be responsible for what.
  - **March – April.** Work out all the details (see below).
  - **May** – you should be ready for the Spring Social!

#### *Logistics*

- **Budget!** Find out what your budget for the event will be – remember – you have two events to plan for – typically the Spring Social is the more attended of the two events so you will want to reserve a larger percentage of your money for this. You may also want to consider recruiting some major **sponsors** for the event.
- **Day of week** – usually Tuesday’s, Wednesday’s and Thursday’s are good days of the week. Look at a calendar and see when colleges are graduating, what holidays are nearby, and any other major events going on that may impact attendance.
- **Time of event** – you don’t want to start too late in the evening – many folks will want to go directly after work. This may mean that a committee member will need to leave work early to arrive at the “scene” early. 5:30pm is usually a good start time – most folks are ready to leave between 7:30pm – 8:00pm. (The 2008 Spring Social was from 5:30pm – 8:00pm).
- Decide if you want to have a **theme** and how it will be received by members. A theme can sometimes help when you think about publicizing the event.
- **Location** of event – is it central to the majority of members?
- **Catering** choices - does the event location require you to use their catering service or can you hire an outside catering company?
- **Beverages** – beer, wine, water, and soft drinks usually work out well. You will want to issue drink tickets to manage your budget. Mixed drinks could be an

option for cash. Beverages could also be purchased beyond the drink ticket allotment. Another option would be to have an open bar from, for example, 6pm-7pm and then drinks must be purchased afterwards.

- **Guest Fees** – the Social is a free event for members. Members often like to invite guests – determine what the guest fee will be and how you will collect money (via the RWHRMA web site, by check in person at the event, etc.)

### *Entertainment*

- **Music** – do you want music? Live music? DJ? A band? Will the event location supply music via their satellite radio?
- **Activities** – gambling tables? mix and mingle games? Some folks will be more comfortable sitting or standing in groups while others may be on the lookout for an activity. Some socials have simply let members socialize without an activity – either way is fine – but sometimes activities are fun!
- **Silent Auction** – this would be a fundraiser for RWHRMA. However – you will need many sponsors to donate items which mean you and your committee members need to be prepared to do some work! Make a list of contacts (HR vendors are GREAT resources – think recruiting firms, benefits firms, law firms, and other businesses that cater to HR professionals). Utilize your committee member’s resources. Also include a need for sponsors in the RWHRMA monthly newsletter.
- **Door prize** drawings – you’ll need raffle tickets and more donations to support the door prizes. Think about how often you will do drawings and ease of interrupting the group to announce the prizes. An alternative would be to draw names and post them on a board where guest can see them – this may be more work as someone will have to attend to the “prize table” throughout the event.

### *Registration Table*

- You’ll need several committee members to manage the registration table – you may want to rotate shifts so that the committee members can also enjoy the social. Most folks come during the first hour of the event but some trickle in later on.
- The registration table will need to be able to mark of RSVPs, hand out drink tickets, raffle tickets, name tags, collect money for folks who haven’t paid, and be able to give directions to the restroom!
- Extra pens and markers (to write names on the name tags).

### *Silent Auction / Door Prizes / Sponsors*

- A committee member will also need to “guard” any gift certificates that will be used as prizes / silent auction items.
- Silent Auction and Door Prizes – if you display these items on a table, you will want to recognize the company’s that donate them – make a creative sign to go with the item on the table.
- Some door prize/silent auction item donors will want a receipt – be prepared to have something that will work for them.

- You may want to create a “Sponsorship” brochure that recognizes everyone who has donated an item – this would be handed out at the registration table. Sometimes this promise of advertising helps bring in more items.
- Create a thank you letter to send to door prize/silent auction sponsors.
- If a sponsor is a non-RWHRMA member, consider giving them free admission to the event.
- Create bid sheets for silent auction items – you may want to set a minimum bid and bid increments.

### *Publicity*

- Invitations – how do you want to invite RWHRMA members? Evite is a fun way to do this – but if you have to charge for guests, it may be easier to simply use the RWHRMA web site.
- Be sure to note on your publicity for the event that a cancellation charge will be applied to members who are no shows. Make sure you keep good records of who attends the actual event in order to enforce this.
- A committee member should announce the social two to three RWHRMA meetings in advance and announce it at every meeting thereafter.
- Be prepared to send several reminder e-mails – utilize RWHRMA eblast. However – check and double check your e-mails before they go out! Make sure time, location, and directions are consistent among your materials.
- You may want to make “table tents” for the monthly RWHRMA meeting.
- Make sure a link is posted on the RWHRMA calendar and anywhere else on the web site that’s available for such announcements.

## **SPONSORSHIP DIRECTOR**

### Position Summary:

The Director is responsible for securing sponsors, exhibitors, and prize donations for all Chapter programs. He/she promotes the Chapter and recruits firms that provide services or products of interest to HR professionals. He/she maintains a record of all current and past sponsors to use each year in recruiting sponsors. He/she attends the annual Small Business Expo hosted by the Raleigh Chamber of Commerce and the NC SHRM Conference to scope prospective sponsors, promote our Chapter, and explain how sponsoring our Chapter can promote their business as well as provide our members with a wealth of products and services available to them to assist them in their organizations. The Sponsorship Director is appointed by and reports to the President with strong ties to the VP of Programs.

### Responsible To:

The members of the chapter  
The Chapter President  
The Chapter Board  
The Chapter VP of Programs

### Responsibilities:

- Explore and create new sponsorship opportunities for the Chapter.
- Educate potential sponsors on the various types of sponsorship opportunities and costs.
- Secure sponsors for Chapter programs.
- Build ongoing relationship with all sponsors and prospective sponsors.
- Update the RWHRMA website with sponsorship information.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the Chapter in the Human Resources community.
- Attend monthly membership and Board of Directors meetings.
- Prepare the Sponsorship budget and submit to the VP of Programs and President each year before the December monthly meeting.
- Work with incoming Sponsorship Director to transition duties.
- Maintain Volunteer Leader notebook.
- Coordinate committee volunteer needs with the Volunteer Director and inform him/her of any appointed committee members.
- Submit individual Board Update Reports to the Secretary and review the compiled reports before each board meeting.
- Complete other assignments as requested by the President or the Board of Directors.
- Designate RWHRMA as his/her primary Chapter.

## SPONSORSHIP DIRECTOR TIMELINE OF ACTIVITIES

Jan	<p><b>Secure Sponsors for events:</b></p> <ul style="list-style-type: none"><li>• Continuously throughout the year, secure sponsors for monthly meetings (luncheon and dessert/coffee), Compensation and benefits, Master Series. This includes emails, phone calls etc.</li><li>• Maintain the electronic copy of sponsors for follow up and payment information.</li><li>• Send electronic copy of invoices to sponsors for payment.</li><li>• Follow up with Treasurer to determine if payment was received.</li><li>• Update sponsorship information on website for credit card payments.</li><li>• Follow up with sponsor(s) the first week of the month. Make sure you have bio information for newsletter and logo for website.</li><li>• Send newsletter information to Program Director.</li><li>• Website information can be updated once payment is received.</li><li>• Once payment is received register sponsoring attendees for meetings, as dictated by sponsored event.</li><li>• Third Tuesday of month, greet sponsor at meeting and see if they have everything that they need.</li><li>• Follow up with sponsor to thank them for sponsoring event and seek feedback.</li></ul>
Feb	<p><b>Monthly duties:</b></p> <ul style="list-style-type: none"><li>• Follow up with sponsor(s) the first week of the month. Make sure you have bio information for newsletter and logo for website.</li><li>• Send newsletter information to Program Director.</li><li>• Website information can be updated once payment is received.</li><li>• Once payment is received register sponsoring attendees for meetings, as dictated by sponsored event.</li><li>• Third Tuesday of month, greet sponsor at meetings and see if they have everything that they need.</li><li>• Follow up with sponsor to thank them for sponsoring event and seek feedback.</li></ul>
March	<p><b>Monthly duties:</b></p> <ul style="list-style-type: none"><li>• Follow up with sponsor(s) the first week of the month. Make sure you have bio information for newsletter and logo for website.</li><li>• Send newsletter information to Program Director.</li><li>• Website information can be updated once payment is received.</li><li>• Once payment is received register sponsoring attendees for meetings, as dictated by sponsored event.</li><li>• Third Tuesday of month, greet sponsor at meetings and see if they have everything that they need.</li><li>• Follow up with sponsor to thank them for sponsoring event and seek feedback.</li></ul>

April	<p><b>Monthly duties:</b></p> <ul style="list-style-type: none"> <li>• Follow up with sponsor(s) the first week of the month. Make sure you have bio information for newsletter and logo for website.</li> <li>• Send newsletter information to Program Director by second week of month.</li> <li>• Website information can be updated once payment is received.</li> <li>• Once payment is received register sponsoring attendees for meetings, as dictated by sponsored event.</li> <li>• Third Tuesday of month, greet sponsor at meetings and see if they have everything that they need.</li> <li>• Follow up with sponsor to thank them for sponsoring event and seek feedback.</li> </ul>
May	<p><b>Monthly duties:</b></p> <ul style="list-style-type: none"> <li>• Follow up with sponsor(s) the first week of the month. Make sure you have bio information for newsletter and logo for website.</li> <li>• Send newsletter information to Program Director.</li> <li>• Website information can be updated once payment is received.</li> <li>• Once payment is received register sponsoring attendees for meetings, as dictated by sponsored event.</li> <li>• Third Tuesday of month, greet sponsor at meetings and see if they have everything that they need.</li> <li>• Follow up with sponsor to thank them for sponsoring event and seek feedback.</li> </ul>
June	<p><b>Monthly duties:</b></p> <ul style="list-style-type: none"> <li>• Follow up with sponsor(s) the first week of the month. Make sure you have bio information for newsletter and logo for website.</li> <li>• Send newsletter information to Program Director.</li> <li>• Website information can be updated once payment is received.</li> <li>• Once payment is received register sponsoring attendees for meetings, as dictated by sponsored event.</li> <li>• Third Tuesday of month, greet sponsor at meetings and see if they have everything that they need.</li> <li>• Follow up with sponsor to thank them for sponsoring event and seek feedback.</li> </ul>
July	<p><b>Monthly duties:</b></p> <ul style="list-style-type: none"> <li>• Follow up with sponsor(s) the first week of the month. Make sure you have bio information for newsletter and logo for website.</li> <li>• Send newsletter information to Program Director.</li> <li>• Website information can be updated once payment is received.</li> <li>• Once payment is received register sponsoring attendees for meetings, as dictated by sponsored event.</li> <li>• Third Tuesday of month, greet sponsor at meetings and see if they</li> </ul>

	<p>have everything that they need.</p> <ul style="list-style-type: none"> <li>• Follow up with sponsor to thank them for sponsoring event and seek feedback.</li> </ul>
Aug	<p><b>Monthly duties:</b></p> <ul style="list-style-type: none"> <li>• Follow up with sponsor(s) the first week of the month. Make sure you have bio information for newsletter and logo for website.</li> <li>• Send newsletter information to Program Director.</li> <li>• Website information can be updated once payment is received.</li> <li>• Once payment is received register sponsoring attendees for meetings, as dictated by sponsored event.</li> <li>• Third Tuesday of month, greet sponsor at meetings and see if they have everything that they need.</li> <li>• Follow up with sponsor to thank them for sponsoring event and seek feedback.</li> </ul>
Sept	<p><b>Monthly duties:</b></p> <ul style="list-style-type: none"> <li>• Follow up with sponsor(s) the first week of the month. Make sure you have bio information for newsletter and logo for website.</li> <li>• Send newsletter information to Program Director.</li> <li>• Website information can be updated once payment is received.</li> <li>• Once payment is received register sponsoring attendees for meetings, as dictated by sponsored event.</li> <li>• Third Tuesday of month, greet sponsor at meetings and see if they have everything that they need.</li> <li>• Follow up with sponsor to thank them for sponsoring event and seek feedback.</li> </ul>
Oct	<p><b>Monthly duties:</b></p> <ul style="list-style-type: none"> <li>• Follow up with sponsor(s) the first week of the month. Make sure you have bio information for newsletter and logo for website.</li> <li>• Send newsletter information to Program Director.</li> <li>• Website information can be updated once payment is received.</li> <li>• Once payment is received register sponsoring attendees for meetings, as dictated by sponsored event.</li> <li>• Third Tuesday of month, greet sponsor at meetings and see if they have everything that they need.</li> <li>• Follow up with sponsor to thank them for sponsoring event and seek feedback.</li> </ul>
Nov	<p><b>Budgeting:</b> Prepare and submit budget to the Treasurer budget based on needed materials.</p> <p><b>Monthly duties:</b></p>

	<ul style="list-style-type: none"><li>• Follow up with sponsor(s) the first week of the month. Make sure you have bio information for newsletter and logo for website.</li><li>• Send newsletter information to Program Director.</li><li>• Website information can be updated once payment is received.</li><li>• Once payment is received register sponsoring attendees for meetings, as dictated by sponsored event.</li><li>• Third Tuesday of month, greet sponsor at meetings and see if they have everything that they need.</li><li>• Follow up with sponsor to thank them for sponsoring event and seek feedback.</li></ul>
Dec	<p><b>Monthly duties:</b></p> <ul style="list-style-type: none"><li>• Follow up with sponsor(s) the first week of the month. Make sure you have bio information for newsletter and logo for website.</li><li>• Send newsletter information to Program Director.</li><li>• Website information can be updated once payment is received.</li><li>• Once payment is received register sponsoring attendees for meetings, as dictated by sponsored event.</li><li>• Third Tuesday of month, greet sponsor at meetings and see if they have everything that they need.</li><li>• Follow up with sponsor to thank them for sponsoring event and seek feedback.</li></ul>

## **RWHRMA TREASURER**

### Position Summary:

The Treasurer shall be responsible for the financial affairs of the Chapter including all required filings. He/she is responsible for managing all financial transactions of the organization, including expense and income budgeting, auditing, preparation of monthly reports, and the day-to-day maintenance of the chapter's checking/savings accounts and investments. He/she provides timely monthly reports on the financial status of the organization and is responsible for scheduling an independent audit of chapter financial records every 2-3 years. Checks the chapter mailbox at least weekly and distributes mail to the appropriate officer, director, or chair. Sends dues notices and other invoices to members. Files appropriate forms and information with the IRS. He/she shall also perform such other duties as the President may determine.

### Responsible To:

The members of the chapter  
The Chapter President  
The Chapter Board of Directors

### Responsibilities:

- Serve as elected officer the chapter and responsible member of the chapter's Board of Directors and must take part in discussion and action on all business of the chapter. As financial advisor of the chapter, the treasurer must be in a position to assess the financial implications of proposed actions by the Board of Directors and inform the committee prior to final decisions being made. Also, the treasurer must observe the financial direction of the chapter, recognize possible financial problems, and bring such problems to the attention of the Board of Directors for action.
- Receive, hold, and safeguard in the capacity of trustee and financial agent, all funds for the chapter.
- Disburse such funds only for normal and usual uses unless the Chapter's Board of Directors shall otherwise direct.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the Human Resources community.
- Attend all monthly membership and Board of Directors meetings.
- Prepare the Treasurer budget each year before the December monthly meeting.
- Work with incoming Treasurer to transition duties.
- Maintain Volunteer Leader Notebook.
- Submit your individual Update Report to the Secretary and review the complied reports before each Board meeting.
- Complete other assignments as requested by the President or the Board of Directors.
- Designate RWHRMA as his/her primary Chapter.

### Requirements:

- Must be a SHRM member in good standing during his/her entire term of office.
- Must be elected by the Chapter membership.

### Resources Available:

- SHRM supplies the following resources for Chapter Treasurers
  - Chapter Financial Support Program
  - Chapter Position Descriptions
  - Guide to Chapter Financial Management
  - SHRM Leaders Guide

- Treasurer's Quick Guide
- And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/chaphelp.asp>

## RWHRMA Treasurer Timeline

Jan	<ul style="list-style-type: none"> <li>• Prepare December financial reports (usually 2<sup>nd</sup> week of month once bank statement arrives)</li> <li>• Finalize and Present New Budget</li> <li>• Prepare year end statement, financial reports (might have to wait till end of month as all receipts and bills may not be in. Present 4<sup>th</sup> quarter/Year end financial reports to Board)</li> <li>• Review investments and make sure they are where the Board wants them – revisit every couple of years</li> <li>• Determine if CPA firm from prior year is hired again</li> </ul>
Feb	<ul style="list-style-type: none"> <li>• Prepare January financial reports (usually 2<sup>nd</sup> week of month once bank statement arrives)</li> <li>• Gather financial records from previous year and meet with CPA firm to prepare for audit, tax filing, etc (can be delayed as needed – just need to have meeting with CPA firm before tax deadline so they can submit necessary forms)</li> </ul>
March	<ul style="list-style-type: none"> <li>• Prepare February financial reports (usually 2<sup>nd</sup> week of month once bank statement arrives)</li> </ul>
April	<ul style="list-style-type: none"> <li>• Prepare March financial reports (usually 2<sup>nd</sup> week of month once bank statement arrives)</li> <li>• Present financial report to Board (1<sup>st</sup> quarter)</li> </ul>
May	<ul style="list-style-type: none"> <li>• Prepare April financial reports (usually 2<sup>nd</sup> week of month once bank statement arrives)</li> </ul>
June	<ul style="list-style-type: none"> <li>• Prepare May financial reports (usually 2<sup>nd</sup> week of month once bank statement arrives)</li> </ul>
July	<ul style="list-style-type: none"> <li>• Prepare June financial reports (usually 2<sup>nd</sup> week of month once bank statement arrives)</li> <li>• Present financial report to Board (2<sup>nd</sup> quarter)</li> </ul>
Aug	<ul style="list-style-type: none"> <li>• Prepare July financial reports (usually 2<sup>nd</sup> week of month once bank statement arrives)</li> </ul>
Sept	<ul style="list-style-type: none"> <li>• Prepare August financial reports (usually 2<sup>nd</sup> week of month once bank statement arrives)</li> </ul>
Oct	<ul style="list-style-type: none"> <li>• Prepare September financial reports (usually 2<sup>nd</sup> week of month once bank statement arrives)</li> <li>• Prepare and submit to volunteer leaders budget worksheets to begin budget planning for next year.</li> <li>• Present financial report to Board (3<sup>rd</sup> quarter)</li> </ul>
Nov	<ul style="list-style-type: none"> <li>• Prepare October financial reports (usually 2<sup>nd</sup> week of month once bank statement arrives)</li> <li>• Monitor budget planning, schedule meeting with Finance Committee to review budget.</li> <li>• Attend SHRM Leadership Conference and bring back ideas for upcoming year</li> </ul>
Dec	<ul style="list-style-type: none"> <li>• Prepare November financial reports (usually 2<sup>nd</sup> week of month once bank statement arrives)</li> <li>• Prepare and finalize budget</li> </ul>



## **VOLUNTEER DIRECTOR**

### Position Summary:

The Director is the point of contact for all members interested in getting involved in the Chapter. He/she recruits and matches volunteers with roles based on their knowledge, skills abilities, and desire. He/she takes the lead on the nominations committee to actively recruit candidates for the upcoming year. He/she maintains a database of all current volunteer/his/her role, years of service to the Chapter in the role, etc. He/she maintains the Chapter Organizational Chart and makes recommendations for changes to the President-elect. He/she works with the Membership administrator to collect interest of new members. The Volunteer Director reports to the President-Elect and serves on the membership committee.

### Responsible to:

The members of the chapter  
The Chapter Board  
The Chapter President-Elect]  
VP-Membership

### Responsibilities:

- Communicate with Directors and Chairs to determine needs of committees and vacant positions.
- Contact new members to determine interests and expertise for committee opportunities.
- Develop full listing of all volunteers and contact information.
- Respond to questions and inquiries by members on volunteer opportunities.
- Provide information to chapter members about volunteer opportunities through flyers or brochures at meetings or via newsletter articles if appropriate.
- Work with the President to plan and executive the annual Volunteer Recognition Reception and secure gifts of recognition.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the Human Resources community.
- Attend monthly membership and Board of Directors meetings.
- Consolidate volunteer request for credit hours and send to Membership Administrator.
- Prepare the Volunteer Director budget and submit to the Treasurer each year before the December monthly meeting.
- Work with the incoming Volunteer Director to transition duties.
- Maintain Volunteer Leader Notebook.
- Submit your individual Update Report to the Secretary and review the compiled reports before each Board meeting.

- Complete other assignments as required by the President or the Board of Directors.
- Designate RWHRMA as his/her primary Chapter.

## RWHRMA Volunteer Director Timeline

Monthly	<ul style="list-style-type: none"> <li>• Follow up with new members and renewals who indicate volunteer interests, matching their areas of interests with current needs. Once confirmed interest, send contact information to committee chair for follow-up and final confirmation of position on committee.</li> <li>• Maintain volunteer contact lists.</li> </ul>
Jan	<ul style="list-style-type: none"> <li>• Provide lists of committee members to Committee Chairs and verify vacant positions.</li> <li>• Ensure volunteer position descriptions are on website and current.</li> </ul>
Aug	<ul style="list-style-type: none"> <li>• Serve on nominations committee.</li> <li>• Request confirmation from volunteers regarding who will continue in role.</li> </ul>
Sept	<ul style="list-style-type: none"> <li>• Begin recruiting efforts for next year volunteer needs.</li> <li>• Volunteer table at monthly meeting.</li> </ul>
Oct	<ul style="list-style-type: none"> <li>• Schedule and plan Volunteer Reception to be held in December.</li> <li>• Purchase gift cards for volunteers and provide to Directors to distribute with invite to volunteer reception.</li> <li>• Continue volunteer recruiting efforts – volunteer table at monthly meeting.</li> <li>• Update organizational chart.</li> </ul>
Nov	<ul style="list-style-type: none"> <li>• Send out email invites to volunteers for volunteer reception.</li> <li>• Prepare Volunteer Director budget.</li> <li>• Continue volunteer recruiting efforts</li> <li>• Consolidate volunteer request for credit hours and send to Membership Administrator.</li> </ul>
Dec	<ul style="list-style-type: none"> <li>• Host volunteer reception</li> <li>• Put Volunteer Contact Lists on RWHRMA website.</li> <li>• Update organizational chart.</li> </ul>

**RWHRMA**  
**Vice President of Membership (VPM)**

Position Summary:

Serve as Chair of the Membership committee. This responsibility includes the direction and coordination of all membership recruitment and retention, as well as all membership benefits and services of the Chapter. He/she shall have authority to appoint sub-committees to plan and implement the activities associated with chapter membership. The Chairs of those sub-committees will serve on the Membership Committee as ex-officio members. Current members of the Membership Committee are Social Activities Committee Chair, Membership Coordinator, Membership Administrator, Membership Greeter, Transitions Manager, Service Provider Directory Manager, and the Ask the HR Professional Coordinator. He/she shall have such other powers and perform such other duties as the President may determine.

Responsible To:

The Chapter President  
The Chapter Board  
The members of the Chapter  
State Council Membership & At-Large Director

Responsibilities:

- Direct and coordinate the activities of the Membership Committee to support the chapter's mission. Recruit members to serve on these committees.
- Lead the efforts of the committee to ensure the membership application process and annual clean-up/maintenance of the membership database is efficient and complete.
- Work closely with the Social Activities committee in planning for and executing the Spring Social and the Membership Open House.
- Lead the first and second quarter new member event.
- Lead an annual membership drive and/or initiative and invite all past members, program visitors, and ALMs to membership.
- Respond to requests for information about membership through telephone calls, personal contacts, and correspondence and direct appropriately.
- Carry out ad hoc assignments of President or Board of Directors (e.g., membership promotion, recommendation of membership criteria changes, etc.)
- Plan, lead and host quarterly meetings of the membership committee and work closing with the AVP to plan the agenda.
- Be proactive in looking for new ways to enhance or add new member services and prospective member events.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Serve as an officer and fiduciary of the chapter and represent membership with the highest of ethical standards.
- Represent the chapter in the Human Resources community.
- Attend membership Open House and Spring Social as a representative of the Chapter.
- Attend all monthly membership, Board of Directors meetings, and any other meeting as required.
- Submit individual Update Report to the Secretary and review the compiled reports before each Board meeting.
- Present membership metrics to the Board of Directors at each monthly meeting.
- Overall responsible for the development and timely submission of the Membership budget to the Treasurer each year before the December monthly meeting.
- Overall responsible for ensuring all RW webpages that belong to the membership committee stay up-to-date and are in accordance with the RWHRMA branding guidelines.

- Act as a liaison between the Board of Directors and the Committee Chairs
- Attend annual leadership retreat hosted by NCSHRM.
- Participate in joint board meeting w/ TSHRM and discuss best practices with their VP of Membership to brainstorm new ways to serve the professional and advance the profession.
- Mentor Assistant VP of Membership
- Create/maintain a volunteer leader notebook and position description that accurately reflects the duties and responsibilities of this role and all the roles reporting in to it and proactively transition duties and serve as a point of contact for the new volunteer when term is completed.
- Complete other assignments as requested by the President or the Board of Directors.

Requirements:

- Must be a SHRM member in good standing during his/her entire term of office.
- Must be a RW professional member for a least one year.
- Must be elected by the Chapter membership.
- Designate RWHRMA as his/her primary Chapter.

Resources Available:

- SHRM Volunteer Resource Center ([www.shrm.org/vlrc](http://www.shrm.org/vlrc))
- Volunteer Notebook
- VP of Membership for TSHRM and other sister Chapters
- The RW Board of Directors

Volunteer Commitment

- It is estimated that this role will consume approximately 30 hours of volunteer time per year.

**VP of Membership Timeline-NEED**

## **RWHRMA Vice President of Programs**

### Position Summary:

Strategically oversee/direct the development and provision of programs, workshops, seminars, and other programming services provided by the chapter. Provide leadership/direction/coordination of/for the activities of the Certification Director, Compensation & Benefits Chair, Master's Series Committee Chair, Sponsorship Director, World at Work Committee Chair, Metrics Chair, Small Business Group Chair, and the Chapter Monthly Meeting Committee Chair positions. Work with other area Chapters to coordinate program topics. Maintain a master list of topics, speakers used, and potential speakers for the Chapter. Perform additional duties as requested by the President or Board of Directors.

### Responsible To:

The members of the chapter  
The Chapter President  
Members/chairs of related committees

### Responsibilities:

- Direct/lead/support the activities of Certification Director, Compensation & Benefits Chair, Master Series Committee Chair, Sponsorship Director, World at Work Committee Chair, Metrics Chair, Small Business Group Chair, and the Chapter Monthly Meeting Committee Chair – as well as any committees/positions under their leadership. Coordinate the timing and content of their activities to support the chapter's mission in an organized, integrated and strategic manner.
- Act as Mentor to the Assistant to VP – Programs.
- Assist as needed in recruiting members to serve in/on above roles and committees.
- Ensure effective communication of programs/services to members, potential members, and others, occurs via presentation, written communications, and personal contact.
- Keep abreast of developments in the human resources field in order to ensure chapter provides timely programs and services.
- Act as liaison between the Board of Directors and the committee chairs.
- Attend monthly membership and Board of Directors meetings, and also cognizant committee meetings as requested/needed.
- Create and maintain a master program calendar for posting the website.
- Maintain a list of topics, speakers used, and potential speakers for the Chapter.
- Utilize the SHRM and the NC SHRM State Council Speakers Bureau for recommendations.
- Work with other area Chapters to coordinate program topics.
- Prepare the VP of Programs budget and submit to the Treasurer each year before the December monthly meeting.
- Work with the incoming VP of Programs to transition duties.
- Maintain Volunteer Leader Notebook.
- Coordinate committee volunteer needs with the Volunteer Director and inform him/her of any appointed committee members.
- Submit your individual Update Report to the Secretary and review the compiled reports before each Board Meeting.
- Participate in the development and implementation of short-term and long-term strategic planning on behalf of the chapter and this role.
- Represent the chapter in the Human Resources community.
- Coordinate RWHRMA activities/services with TSHRM VP-Programs
- Complete other assignments as requested by the President or the Board of Directors.
- Designate RWHRMA as his/her primary Chapter.

### Requirements:

- Must be a SHRM member in good standing during his/her entire term of office.
- Must be elected by the Chapter membership.

Resources Available:

- SHRM supplies the following resources for Chapter Vice-Presidents of Programs & Services (and similar roles)
  - Chapter Best Practices and Chapter Position Descriptions
  - SHRM Leaders Guide and MUCH MORE...available online at <http://www.shrm.org/chapters/resources/chaphelp.asp>

## VP of Programs Timeline

<b>Ongoing</b> <ul style="list-style-type: none"><li>• Coordinate communication between certification, sponsorship, metrics, 3 program chairs and AVP-Programs. (cognizant leaders)</li><li>• Ensure program topics/speakers/bios/sponsors are posted on chapter website.</li><li>• Refine processes as needed, based on need/priority.</li><li>• Respond to BOD needs in a timely manner.</li><li>• Recruit cognizant leaders directly, as needed/requested. Ensure cognizant leaders work with volunteer director to fill spots as needed.</li><li>• Meet/communicate with cognizant chairs as needed.</li><li>• Continually reinforce effective behaviors/outcomes of cognizant leaders.</li><li>• Continually ask for and expect effective behaviors/outcomes of self and cognizant leaders.</li><li>• Act as creative/supportive brainstorming partner with volunteer leaders on speakers, topics, schedules, problems, opportunities.</li><li>• Review/update pertaining areas of strategic plan.</li></ul>
<b>Monthly</b> <ul style="list-style-type: none"><li>• Call in registration numbers @ 4:45pm to Chef Robert's v/m at Women's Club on the Friday before monthly meeting.</li><li>• Ensure program registration records are accurate, collections underway where appropriate, banking deposits are made/recorded. Retain all records in VP-Programs notebook and/or files.</li><li>• Submit monthly update to BOD Secretary by due date – after polling cognizant leaders for inputs/updates.</li></ul>
<b>January</b>
<b>February</b>
<b>March</b>
<b>April</b>
<b>May</b> <ul style="list-style-type: none"><li>• Begin to focus on succession planning/candidates for following year. Discuss with incumbent chairpersons.</li></ul>
<b>June</b> <ul style="list-style-type: none"><li>• Begin considering alternative venues for monthly meeting, if feedback warrants.</li></ul>
<b>July</b>
<b>August</b> <ul style="list-style-type: none"><li>• If possible, ensure cognizant leader successors are finalized and are being coached/mentored for following year. Identify/recruit/fill remaining spots.</li></ul>
<b>September</b>
<b>October</b>
<b>November</b> <ul style="list-style-type: none"><li>• Participate in following year's budget formulation/review</li></ul>
<b>December</b> <ul style="list-style-type: none"><li>• Participate in following year's budget formulation/review</li><li>• Review/adjust program/leadership goals with new/carryover cognizant leader</li></ul>

## **WORKFORCE READINESS DIRECTOR**

### Position Summary:

Serves as an appointed member of the chapter Board of Directors. Monitors and evaluates on a continuing basis local activities concerning workforce readiness issues and plans and encourages chapter involvement and activities impacting the workforce readiness arena. Presents a report or update to the chapter president and fellow chapter members. Works in cooperation with state-level workforce readiness advocate.

### Responsible To:

The members of the chapter  
The Chapter President  
State Council Workforce Readiness Director

### Responsibilities:

- Serve as advocate and program coordinator for workforce readiness chapter activities.
- Partner with local schools to share information. Contact local workforce readiness coordinators within the schools to discuss initiatives.
- Identify and evaluate issues that impact workforce readiness and develop goals for chapter workforce readiness strategy.
- Report on workforce readiness issues to chapter members and serve as advocate at chapter activities for education programs.
- Serve as a resource for chapter members on workforce readiness issues and provide leadership to the chapter on education issues.
- Monitor local activities concerning workforce readiness and provide timely information on education issues to the chapter president and state workforce readiness director.
- Work in close cooperation with state workforce readiness director.
- Develop and support workshops and seminars that address workforce readiness issues.
- Provide special recognition for chapter members and for local programs that promote betterment of the local workforce through educational process.
- Respond to any other requirements of the chapter president and state workforce readiness director.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the Human Resources community.
- Attend all monthly membership and Board of Directors meetings.

### Resources Available:

- SHRM supplies the following resources for Chapter Workforce Readiness Advocates
  - Chapter Position Descriptions
  - SHRM Leaders Guide
  - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/chaphelp.asp>
- A Workforce Readiness Toolkit is available at <http://www.shrm.org/wrc/htgichapter.asp>.