

PRESIDENT

Position Summary:

Serve as a member of the Chapter Board of Directors. Provide leadership to the Human Resource Management Association (HRMA) of New Mexico consistent with state, regional, and SHRM policy, strategies and objectives. Effectively operate the Chapter so that the needs of the Members are met. Perform other duties as required by the local's bylaws. Serve as a voting Member of the State Council.

Requirements:

- Must be a SHRM Member in good standing for entire term of office.
- Must fulfill position responsibilities to the best of his/her abilities or resign if unable.

Responsible To:

- The Members of the Chapter
- 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.
- Chair all meetings of Chapter Officers and Members.
- Participate in/Lead the development and implementation of short-term and long-term strategic 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 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 leaders and the Membership.
- Recruit Members to join your committee and facilitate active participation by all Members of your committee.
- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter.
- Respond in a timely manner to questions and comments directed to you in this role.
- Represent the Chapter in the Human Resources community.
- Preside over all monthly Membership and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for Presidents:
 - SHRM Affiliate Program for Excellence
 - Best Practices
 - SHRM Guide to Financial Management
 - SHRM Approved Graphics and Graphics Standards Manual for Affiliates
 - SHRM Leaders Guide
 - SHRM Strategic Planning Toolkit
 - Succession Planning for Your Board of Directors

PAST PRESIDENT

Position Summary:

Serve as a member of the Chapter Board of Directors. Advise the President and other officers and Members of the Human Resource Management Association (HRMA) of New Mexico Board of Directors regarding past practices, general operations, and other matters to assist in the smooth operation of the Chapter .

Requirements:

- Must be a SHRM Member in good standing for the entire term of office.
- Must fulfill position responsibilities to the best of his/her abilities or resign if unable.

Responsible To:

- The Chapter President
- The Board of Directors
- The Members of the Chapter

Responsibilities:

- Act as advisor to Board of Directors regarding past practices and operations in accordance with Chapter's bylaws. Upon request, assist officers in performing their responsibilities.
- Serve as chair of the Bylaws and Nominating Committees.
- As chair of Bylaws Committee, review bylaws and recommend any needed changes to Board of Directors.
- As chair of Nominating Committee, develop a slate of qualified candidates for open positions on the Board of Directors in accordance with the bylaws. Communicate the nominees to fill open positions to the membership for a vote.
- Accumulate information all year about the Chapter and compile it for the Chapter SHAPE to submit to SHRM by January 31 of each year. Submission of the SHAPE is required by SHRM and covers the preceding calendar year.
- Prepare submissions for Chapter Pinnacle Award nominations, when applicable.
- Recruit Members to join your committee and facilitate active participation by all Members of your committee.
- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter.
- Respond in a timely manner to questions and comments directed to you in this role.
- Represent the Chapter in the Human Resources community.
- Attend and participate in all monthly membership and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for Past-Presidents:
 - SHRM Affiliate Program for Excellence
 - Award Programs (Pinnacle, etc.)
 - Best Practices
 - Position Descriptions
 - SHRM Leaders Guide
 - SHRM Strategic Planning Toolkit

PRESIDENT ELECT

Position Summary:

Serve as a member of the Chapter Board of Directors. Assist the President in overseeing all the activities of the Chapter. In the absence of the President, perform all the presidential responsibilities. Educate, promote, and represent the interests of the SHRM Foundation and its activities to the Membership.

Requirements:

- Must be a SHRM Member in good standing for the entire term of office.
- Must fulfill position responsibilities to the best of his/her abilities or resign if unable.

Responsible To:

- The President of the Chapter
- The Members of the Chapter

Responsibilities:

- Perform all special projects as assigned by the President.
- Upon request, assist all officers in performing their responsibilities.
- Promote the SHRM Foundation and its activities
 - Educate the Membership regarding the existence, purpose, and ongoing activities of the SHRM Foundation.
 - Encourage the Membership to contribute financially to the SHRM Foundation as a show of support for the Human Resources profession.
 - Encourage the Membership to support an annual contribution to the SHRM Foundation by the Chapter.
 - Advise and update the Membership of the SHRM Foundation's activities and fund-raising needs.
 - Participate in the SHRM Foundation Core Leadership Area conference calls and webcasts.
 - Hold at least one event to raise awareness and money for the SHRM Foundation.
- Recruit Members to join your committee and facilitate active participation by all Members of your committee.
- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter.
- Respond in a timely manner to questions and comments directed to you in this role.
- Represent the Chapter in the Human Resources community.
- Attend and participate (and preside over, if necessary) in all monthly Membership and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for President Elects:
 - SHRM Affiliate Program for Excellence
 - Best Practices
 - SHRM Guide to Financial Management
 - SHRM-Approved Graphics and Graphics Standards Manual for Affiliates
 - SHRM Leaders Guide
 - SHRM Strategic Planning Toolkit
 - SHRM Foundation Toolkit available at <http://www.shrm.org/foundation/volunteertoolkit.asp>

VP, ADMINISTRATION

Position Summary:

Serve as a member of the Chapter Board of Directors. Take minutes of Chapter meetings, provide notice of meetings and general correspondence, and maintain Chapter records and history. Support President in various administration functions for the Chapter.

Requirements:

- Must be a SHRM Member in good standing for the entire term of office.
- Must fulfill position responsibilities to the best of his/her abilities or resign if unable.

Responsible To:

- The Chapter President
- The Members of the Chapters

Responsibilities:

- Upon the advice of the President, the VP, Administration should issue notice of Officer and Board of Directors' meetings. After consultation with the president, the VP, Administration could prepare copies of the agenda for such meetings.
- Maintain a record of attendance and prepare the minutes of all Officers' and Directors' meetings and regular Chapter meetings.
- Work in conjunction with the VP, Communication to compose and distribute meeting announcements, newsletters, and other valuable information to the Membership, potential Board of Directors, State Council Directors, and SHRM Regional Team as appropriate.
- Work in conjunction with the VP, Communication to assist the Nomination Committee in all necessary annual election processes and advise SHRM through the use of the online Chapter Leader Information Form (CLIF).
- File in the Administration Guide or other permanent record:
 - Those original Chapter bylaws and dated copies of each amendment to those bylaws.
 - A list of current officers, committee, and general membership.
 - Copies of all Chapter publications.
 - Approved and signed minutes of all Board of Directors and membership meetings.
 - Charter
 - Legal documents such as IRS Letters of Determination, Articles of Incorporation
- Recruit Members to join your committee and facilitate active participation by all Members of your committee.
- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter.
- Respond in a timely manner to questions and comments directed to you in this role.
- Represent the Chapter in the Human Resources community.
- Attend and participate in all monthly membership and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for Administration Representatives:
 - SHRM Affiliate Program for Excellence
 - Guide to Maintaining Your History
 - Secretary's Guide to Taking Minutes
 - SHRM Leaders Guide

VP, CERTIFICATION

Position Summary:

Serve as a member of the Chapter Board of Directors. Manage the Chapter's certification study program and promote the value of certification to Members and the business community. Encourage and assist Members to become certified and recertified. Increase the number of Members who are certified PHR/SPHR/GPHR by the HR Certification Institute (HRCI).

Requirements:

- Must be a SHRM Member in good standing for entire term of office.
- Must fulfill position responsibilities to the best of his/her abilities or resign if unable.
- Must be currently certified by HR Certification Institute.

Responsible To:

- The Chapter President
- The Members of the Chapter
- State Council Certification Director

Responsibilities:

- Promote the benefits of certification to Membership, the HR Profession, and the business community.
- Organize, lead and promote a certification study group for each testing period.
- Provide information to Members about alternative study methods.
- Recognize Members who pass the test.
- Provide information about recertification to Members including online tracking program.
- Provide information about any changes in recertification requirements, changes in exam policies, changes in cost of exam, etc.
- Work with the VP, Professional Development to secure HRCI approved-for-credit status for applicable Chapter programs.
- Maintain communication with the State Council Certification Director and the HRCI staff as needed.
- Participate in SHRM/HRCI Core Leadership Area conference calls and webcasts.
- Recruit Members to join your committee and facilitate active participation by all Members of your committee.
- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter.
- Respond in a timely manner to questions and comments directed to you in this role.
- Represent the Chapter in the Human Resources community.
- Attend and participate in all monthly Membership and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for Certification Representatives:
 - SHRM Affiliate Program for Excellence
 - Best Practices
 - SHRM Leaders Guide
- HR Certification Institute available online at <http://www.hrci.org/>
 - HR Certification Institute offers an online toolkit to Chapter certification directors at <http://www.hrci.org/s/>.

VP, COMMUNICATIONS

Position Summary:

Serve as a member of the Chapter Board of Directors. Provide timely and comprehensive information to Members about programs, workshops, and other matters of interest via Chapter publications. Provide timely and comprehensive information of interest about the Chapter to external resources. Create and maintain technological means of communication including email, website and social networking. Maintain a favorable image of the Chapter through all communications.

Requirements:

- Must be a SHRM Member in good standing for entire term of office.
- Must fulfill position responsibilities to the best of his/her abilities or resign if unable.
- Must be literate in HTML, FTP, and web editing tools.

Responsible To:

- The Chapter President
- The Members of the Chapter

Responsibilities:

- Compile, edit, design and distribute the final copy of the monthly newsletter.
- Compile, edit, design and distribute the monthly meeting evaluation.
- Work in conjunction with other Members of the Board of Directors to compile, edit, design and distribute communications, such as Legislative Alerts, At-Large Events, etc.
- Ensure timely and consistent distribution of communications to Members in accordance to schedule.
- Create and maintain Chapter website and other technological means of communication.
- Train on new technology and respond to Member questions and problems
- Update, test and monitor website and other technology to ensure accuracy, stability and functionality.
- Recruit Members to join your committee and facilitate active participation by all Members of your committee.
- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter.
- Respond in a timely manner to questions and comments directed to you in this role.
- Represent the Chapter in the Human Resources community.
- Attend and participate in all monthly Membership and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for Communication Representatives:
 - SHRM Affiliate Program for Excellence
 - Best Practices
 - Web Site Toolkit
 - How to Publish a Newsletter
 - SHRM-Approved Graphics for s
 - SHRM Graphic Standards Manual for Affiliates
 - SHRM Leaders Guide
 - Working with the Media

VP, COMMUNITY RELATIONS

Position Summary:

Serve as a member of the Chapter Board of Directors. Manage the Chapter's community outreach efforts. Promote community service project to the Chapter. Lead the Chapter's participation in the Team Works and Goodwill programs.

Requirements:

- Must be a SHRM Member in good standing for entire term of office.
- Must fulfill position responsibilities to the best of his/her abilities or resign if unable.

Responsible To:

- The Chapter President
- The Members of the Chapter

Responsibilities:

- Recommend community service projects to be supported by the Chapter.
- Make Members aware of community organizations that would be beneficial to HR professionals or businesses. Invite representatives of local community organizations to Chapter meetings. Allow them a few minutes to discuss their programs if appropriate.
- Provide information to 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.
- Serve as liaison between Members of the community relations committee.
- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter.
- Serve as lead for the Chapter's participation in the Team Works program.
- Serve as lead for the Chapter's participation in the Goodwill program.
- Recruit Members to join your committee and facilitate active participation by all Members of your committee.
- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter.
- Respond in a timely manner to questions and comments directed to you in this role.
- Represent the Chapter in the Human Resources community.
- Attend and participate in all monthly Membership and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for Community Relations Representatives:
 - SHRM Affiliate Program for Excellence
 - Best Practices
 - SHRM Leaders Guide
 - Working with the Media Guide

VP, DIVERSITY

Position Summary:

Serve as a member of the Chapter Board of Directors. Monitor and evaluate on a continuing basis local activities concerning diversity issues. Promote diversity events and activities in the community to Chapter Members. Spearhead the effort to diversify the Chapter's Membership/Leadership and to publicize successful diversity programs in the local community.

Requirements:

- Must be a SHRM Member in good standing for entire term of office.
- Must fulfill position responsibilities to the best of his/her abilities or resign if unable.

Responsible To:

- The Chapter President
- The Members of the Chapter
- State Council Diversity Director

Responsibilities:

- Develop and/or distribute information and materials to Members to promote diversity in the workplace.
- Publicize to Chapter examples of successful diversity efforts being undertaken by 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 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 to serve as models for other Chapters.
- Participate in SHRM Diversity Core Leadership Area conference calls and webcasts.
- Recruit Members to join your committee and facilitate active participation by all Members of your committee.
- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter.
- Respond in a timely manner to questions and comments directed to you in this role.
- Represent the Chapter in the Human Resources community.
- Attend and participate in all monthly Membership and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for Diversity Representatives:
 - SHRM Affiliate Program for Excellence
 - SHRM Leaders Guide
 - <http://www.shrm.org/s/resources/chaphelp.asp>
 - Diversity Toolkit for SHRM Members available online at <http://www.shrm.org/diversity//toolkit/>
 - SHRM Diversity Focus Area at www.shrm.org/diversity

VP, FINANCE

Position Summary:

Serve as a member of the Chapter Board of Directors. Act as Financial Officer and Advisor to Board of Directors. Maintain the Chapter mailbox. Send dues notices and other invoices to Members. File appropriate forms and information with IRS. Responsible for: bank reconciliations and financial statements on a monthly basis.

Requirements:

- Must be a SHRM Member in good standing for entire term of office.
- Must fulfill position responsibilities to the best of his/her abilities or resign if unable.

Responsible To:

- The Chapter President
- The Members of the Chapter

Responsibilities:

- Fulfill the role of Financial Officer and Advisor.
- Take part in discussion and action on all business of the Chapter.
- Assess and inform the financial implications of proposed actions by the Board of Directors
- 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.
- The treasurer shall disburse such funds only for normal and usual uses unless the Chapter's Board of Directors shall otherwise direct.
- Oversee online registration, onsite checking and facility coordination for all general meetings and special events for the Chapter.
- Serve as the secondary contact for questions and comments submitted through website and email. VP, Administration serves as primary contact.
- Work closely with VP, Finance-Elect to insure a transfer of knowledge.
- Work closely with VP, Finance-Elect to serve as a check-and-balance of all financial transitions of the Chapter.
- Recruit Members to join your committee and facilitate active participation by all of your committee.
- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter.
- Respond in a timely manner to questions and comments directed to you in this role.
- Represent the Chapter in the Human Resources community.
- Attend and participate in all monthly Membership and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for Financial Representatives:
 - SHRM Affiliate Program for Excellence
 - SHRM Guide to Financial Management
 - SHRM Leaders Guide
 - Treasurer's Quick Guide

VP, FINANCE-ELECT

Position Summary:

Serve as a member of the Chapter Board of Directors. Assist the VP, Finance with all financial activities of the. In the absence of the VP, Finance, perform all the necessary responsibilities.

Requirements:

- Must be a SHRM Member in good standing for entire term of office.
- Must fulfill position responsibilities to the best of his/her abilities or resign if unable.

Responsible To:

- The Chapter President
- The Members of the Chapter

Responsibilities:

- In the absence of the VP, Finance, perform all the necessary responsibilities.
 - Fulfill the role of Financial Officer and Advisor.
 - Take part in discussion and action on all business of the Chapter.
 - Assess and inform the financial implications of proposed actions by the Board of Directors
 - 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.
 - The treasurer shall disburse such funds only for normal and usual uses unless the Chapter's Board of Directors shall otherwise direct.
 - Oversee online registration, onsite checking and facility coordination for all general meetings and special events for the Chapter.
 - Serve as the secondary contact for questions and comments submitted through the Chapter website and email. VP, Administration serves as primary contact.
- Work closely with VP, Finance to insure a transfer of knowledge.
- Work closely with VP, Finance to serve as a check-and-balance of all financial transitions of the Chapter.
- Recruit Members to join your committee and facilitate active participation by all of your committee.
- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter.
- Respond in a timely manner to questions and comments directed to you in this role.
- Represent the Chapter in the Human Resources community.
- Attend and participate in all monthly Membership and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for Financial Representatives:
 - SHRM Affiliate Program for Excellence
 - SHRM Guide to Financial Management
 - SHRM Leaders Guide
 - Treasurer's Quick Guide

VP LEGISLATIVE AFFAIRS

Position Summary:

Serve as a member of the Chapter Board of Directors. Monitor and evaluate on a continuing basis pending legislative, regulatory and legal action at the federal, state, and local level that may have an impact on the management of Human Resources. Present a legislative report or update. Inform elected officials of HRMA's or SHRM's (depending on whether it is federal, state, or local) position on legislation affecting the Human Resources profession. Work in close cooperation with the State Legislative Affairs Director and SHRM headquarters staff in carrying out these responsibilities.

Requirements:

- Must be a SHRM Member in good standing for entire term of office.
- Must fulfill position responsibilities to the best of his/her abilities or resign if unable.

Responsible To:

- The Chapter President
- The Members of the Chapter
- State Council Legislative Director
- SHRM Government Affairs Department

Responsibilities:

- Work in conjunction with VP, Communications to provide an electronic monthly legislative update to Members. Present an update at monthly meetings as appropriate.
- Work in conjunction with VP, Communications to provide electronic legislative alerts as necessary.
- Maintain contact with State Legislators and Members of Congress.
- Monitor state and local government activities and provide timely information on public policy issues to the Chapter President, State Council Legislative Affairs Director, and SHRM's Governmental Affairs Department.
- Initiate action in response to legislative alerts under SHRM's HRVoice program after coordination with the State Council Legislative Affairs Director or the SHRM's Governmental Affairs Department.
- Work in close cooperation with the State Council Legislative Affairs Director and SHRM's Governmental Affairs Department.
- Serve as a program speaker and advocate at activities or other professional meetings.
- Develop and support workshops and seminars that address legislative and legal issues.
- Respond to any other requirements of the Chapter President and State Council legislative affairs director.
- Inform about HRVoice programs and how to use the letter-writing feature on the SHRM web site and motivate them to use it.
- Promote within the increased knowledge and activities for influencing legislation.
- Participate in SHRM Governmental Affairs Core Leadership Area conference calls and webcasts.
- Recruit to join your committee and facilitate active participation by all of your committee.
- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter.
- Respond in a timely manner to questions and comments directed to you in this role.
- Represent the Chapter in the Human Resources community.
- Attend and participate in all monthly Membership and Board of Directors meetings.
- Partner with other groups that have a lobbying presence on common issues, carefully vet the issues to ensure both entities have the same position on each issue.

Resources Available:

- SHRM supplies the following resources for Legislative Representatives:
 - SHRM Affiliate Program for Excellence
 - Guide to Contacting Legislators
 - SHRM Leaders Guide
 - Tips for Planning a Legislative Meeting
 - Legislative Resources are available from SHRM's Governmental Affairs Department online at <http://www.shrm.org/government/>
 - The Governmental Affairs Department also can provide you with a Legislative Leader Toolkit.
 - View SHRM's position statements online at <http://www.shrm.org/government/policies/>
 - NM website for state legislation <http://nmlegis.gov/lcs/default.aspx>
 - David Larson of NNMHRMA is a great resource during the legislative session

VP, MEMBERSHIP

Position Summary:

Serve as a member of the Chapter Board of Directors. Manage the Membership function to successfully achieve an increase in Membership. Guide the activities of the following committees: volunteers, membership, membership directory, awards, and hospitality.

Requirements:

- Must be a SHRM Member in good standing for the entire term of office.
- Must fulfill position responsibilities to the best of his/her abilities or resign if unable.

Responsible To:

- The Chapter President
- The Members of the Chapter
- State Council hip and At-Large Director

Responsibilities:

- Maintain accurate and valuable Membership data in the Membership database.
- Keep an up-to-date roster of names and addresses of all Members. Notify SHRM of changes quarterly.
- Conduct New Member Orientation prior to each monthly Membership meeting.
- Compile applicants' data and present to the Board of Directors at each month's meeting.
- Notify each applicant of Membership status; invite new Members to the next New Member Orientation and General Meeting.
- Respond to requests for information about Membership.
- Maintain supplies of Membership materials: applications, informational brochures, etc.
- Plan prospective Member events.
- Obtain quarterly lists of At-Large members in your area through the online request form. Source those lists to invite At-Large members to your Chapter events.
- Coordinate at least one event per year to promote Membership to At-Large members.
- Recruit members to join your committee and facilitate active participation by all members of your committee.
- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter.
- Respond in a timely manner to questions and comments directed to you in this role.
- Represent the Chapter in the Human Resources community.
- Attend and participate in all monthly Membership and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for hip Representatives:
 - SHRM Affiliate Program for Excellence
 - At-Large Initiative
 - Auditing Your Roster
 - Best Practices
 - Involving Senior HR Professionals
 - SHRM Leaders Guide
 - SHRM Membership Recruitment and Retention Toolkit

VP, PROFESSIONAL DEVELOPMENT

Position Summary:

Serve as a member of the Chapter Board of Directors. Provide lunch meeting speakers, seminars, workshops and other professional development opportunities for the Membership.

Requirements:

- Must be a SHRM Member in good standing for the entire term of office.
- Must fulfill position responsibilities to the best of his/her abilities or resign if unable.

Responsible To:

- The Chapter President
- The Members of the Chapter
- State Council Professional Development Director

Responsibilities:

- Work with President and Board of Directors to select topics and speakers for monthly meetings and periodic seminar and workshops to provide in-depth and timely professional development opportunities for the Chapter.
- Contact potential speakers and make arrangements for selected meetings, including selecting sites and promoting the program.
- Work in conjunction with VP, Communication to provide information regarding programs to the Chapter in a timely manner.
- Work in conjunction with VP, Finance to coordinate facility and technical requirements of speaker prior to meeting.
- Review final preparations for meeting speakers to assure that meetings run smoothly.
- Be an escort to the speaker the day of the meeting; introduce them prior to their presentation.
- Review program evaluations for feedback to be used in planning future events.
- Recruit members to join your committee and facilitate active participation by all of your committee.
- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter.
- Respond in a timely manner to questions and comments directed to you in this role.
- Represent the Chapter in the Human Resources community.
- Attend and participate in all monthly Membership and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for Professional Development Representatives:
 - SHRM Affiliate Program for Excellence
 - Best Practices
 - Guide to Hosting an SHRM Speaker
 - SHRM Leaders Guide
 - SHRM Speakers Bureau
 - SHRM Speaker Program

VP, PUBLIC RELATIONS

Position Summary:

Serve as a member of the Chapter Board of Directors. Oversee and manage the marketing and public relations activities of the Chapter. Identify and acquire sponsors for Chapter meetings, events and programs who are willing to assist the Chapter financially in return for an opportunity to promote their product or service to the Chapter. Conduct benchmarking and networking activities necessary for creating a viable sponsor program.

Requirements:

- Must be a SHRM Member in good standing for the entire term of office.
- Must fulfill position responsibilities to the best of his/her abilities or resign if unable.

Responsible To:

- The Chapter President
- The Members of the Chapter

Responsibilities:

- Direct all the marketing, public relations and sponsorship activities of the Chapter.
- Communicate with local media sources to ensure community awareness of Chapter activities and events.
- Work in conjunction with VP, Communications to write and submit short-related or HR-related news items for local newspaper or business paper.
- Network with other SHRM's, HR related organizations, the Chamber of Commerce and other business organizations to form relationships and obtain leads for potential sponsors.
- In conjunction with the President, President-Elect and VP, Finance, develop a sponsorship program that outlines benefits, expectations, limitations, and fees.
- Negotiate with potential sponsors regarding terms and conditions for member sponsorship arrangements. Communicate with the sponsors, in writing expectations and limitations applicable to solicitation of members.
- Work in conjunction with VP, Professional Development to assure sponsorship activities are coordinated with the event, speakers, and topics that they are sponsoring.
- Maintain ongoing relationships with previous and potential sponsors.
- Recruit members to join your committee and facilitate active participation by all members of your committee.
- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter.
- Respond in a timely manner to questions and comments directed to you in this role.
- Represent the Chapter in the Human Resources community.
- Attend and participate in all monthly Membership and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for marketing/public relations directors
 - SHRM Affiliate Program for Excellence
 - Best Practices
 - SHRM Leaders Guide

VP, STUDENT ACTIVITIES

Position Summary:

Serve as a member of the Chapter Board of Directors. Manage the college outreach efforts, scholarship program and internship program. Promote benefits of the Human Resource profession, HR Certification, SHRM and our Chapter to students in the college(s) sponsored by the Chapter.

Requirements:

- Must be a SHRM Member in good standing for entire term of office.
- Must fulfill position responsibilities to the best of his/her abilities or resign if unable.

Responsible To:

- The Chapter President
- The Members of the Chapter
- State Council College Relations Director

Responsibilities:

- Attend student meetings for all colleges sponsored by the Chapter.
- 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.
- Encourage participation of Students in Chapter events.
- Oversee scholarship program. Promote the scholarship program and internship program. Evaluate applications and recommend recipients. Make recommendations on changes to scholarship program.
- Oversee the internship program. Send out requests to local HR professionals/requesting internship postings. Forward openings to members of local student chapters or to faculty .
- Participate in the SHRM College Relations Core Leadership Area conference calls and webcasts.
- Recruit members to join your committee and facilitate active participation by all of your committee.
- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter.
- Respond in a timely manner to questions and comments directed to you in this role.
- Represent the Chapter in the Human Resources community.
- Attend and participate in all monthly Membership and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for college relations chairs
 - SHRM Affiliate Program for Excellence
 - Best Practices
 - SHRM Leaders Guide
 - SHRM's Student Programs Website is available at <http://www.shrm.org/students/>
 - College Relations Toolkit available at <http://www.shrm.org/students/StudentToolkit.pdf>