

*Be the catalyst to empower the advancement of human resources.*

**Job Description**

**Position:** President

**Position Summary:** Provide leadership to the local chapter consistent with state, regional, and SHRM policy, strategies and objectives. Preside over meetings of the membership and board. Serve as ex-officio member of all committees. Effectively operate the chapter so that the needs of the members are met. Make appointments to fill vacancies for unexpired terms of offices other than the President. May appoint special committees and task forces, as needed, to accomplish the objectives of the Chapter.

Perform other duties as required by the local chapter's bylaws. Serve as a voting member of the state council.

**Responsible To:**

* Members of the chapter
* Chapter board of directors
* State council director

**Essential Duties and 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.
* Attend state council meetings and actively participate in state council matters. Provide information to state council as an elected representative of the chapter. Appoint proxy to attend state council meetings when unable to attend.
* Maintain communication with the state council director and the SHRM Regional Team.
* Communicate state, regional and/or SHRM’s goals, policies, and programs to chapter members. Represent the state council to local chapter leaders and the membership.
* Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
* Represent the chapter in the human resource community.
* Attend all monthly membership and board of director’s meetings.

**Other Duties and Responsibilities:**

* Provide contacts and resources to help grow and develop the organization and its members.
* As an active Board member, submit agenda items for board and chapter meetings, ask critical questions, and assist with Board decisions that affect Chapter membership.
* Must be in “good standing” within the Chapter.
* Know or build knowledge about the Chapter and SHRM.
* Follow SHRM Code of Ethics.
* Stay informed of human resource trends and timely issues affecting the profession and organization.
* Assist with social media applications.
* Maintain confidentiality of chapter board issues and membership data.
* Maintain adequate records for use by successors and other board members.
* SHRM membership is strongly encouraged.

**Requirements:**

* Present a professional appearance and friendly manner
* Be dependable and punctual
* Willingness to participate and engage in chapter and community activities as a volunteer
* Be courteous and personable when dealing with the public
* Be self-directed, willing to take initiative, and detail-oriented
* Respect and maintain confidentiality of HRMN volunteers, partners, and donors
* Computer skills are desired, but not necessary

**Training & Resources:**

* Attend SHRM Volunteer Leader Summit
* Attend Volunteer Leadership Academy
* HRMN By-laws
* HRMN website <http://hrmn.shrm.org>
* Volunteer Leadership Resource Center website <http://community.shrm.org/vlrc/home>
* SHRM website <http://shrm.org>

**Time Commitment:**

* Once per month for board meeting (approximately 1.5 hours, typically 8:00 – 9:30 am)
* Once per month for membership meeting (approximately 1.5 hours)
* Attendance of committee meetings – as necessary (approximately 3 hours per month)
* Preparation of events, meetings, correspondence, etc. (approximately 3 hours per month)
* Once per month State Council regional meeting (approximately 2 hours per month)

***Time spent may fluctuate based on activities and involvement of the President***

**Benefits:**

* Volunteer opportunities
* Community involvement
* Apply, develop and improve leadership skills
* Build and improve your HR competencies
* Expand your professional network – locally, regionally and nationally
* Share your knowledge and learn from others
* Build relationships of trust
* Be a recognized catalyst for the HR profession
* Be recognized by external stakeholders for your HR expertise

Human Resource Management Network of Manhattan, KS, an affiliate of the Society for Human Resource Management, is located in the heart of the Flint Hills of eastern Kansas. Membership is composed of management and administrative level persons responsible for human resource related activities in the organizations. Our local chapter includes members from several local communities and surrounding counties. We are a local resource for networking, information, professional development, and continued support of excellence in Human Resources. For more information, visit [www.hrmn.shrm.org](http://www.hrmn.shrm.org).