**FOUNDATION CHAIR**

**Position Summary:**

Educates, promotes and represents the interests of the SHRM Foundation and its activities to the Chapter.

**Responsible to:**

The members of the chapter

The chapter president

State council foundation director

**Requirements:**

Must be a Chapter member in good standing.

Nominated by the Chapter President and elected by the Chapter membership by a majority vote. Serves a one-year term beginning January 1 and ending December 31 each year.

**Responsibilities:**

* Educates the Chapter membership regarding the existence, purpose and ongoing activities of the SHRM Foundation.
* Encourages the Chapter membership to contribute financially to the SHRM Foundation as a show of support for the Human Resources profession.
* Encourages the Chapter membership to support an annual contribution to the SHRM Foundation by the Chapter.
* Advises and updates the Chapter membership of the Foundation’s activities and fundraising needs.
* Responds to member questions regarding the SHRM Foundation.
* Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
* Represent the chapter in the human resources community.
* Attend all monthly membership and quarterly board of director’s meetings.

**Resources Available:**

* SHRM supplies the following resources for chapter foundation chairs
	+ Chapter Best Practices
	+ Fundamentals of Chapter Operations
	+ And MUCH MORE…available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)
* SHRM Foundation at <https://www.shrm.org/about/foundation/pages/foundationhome.aspx>