

VICE PRESIDENT - MEMBERSHIP / PRESIDENT / PAST PRESIDENT

Position Summary:

Manage the membership function to successfully achieve an increase in chapter membership. Provide notice of the meetings to the membership. Serve as President-elect supporting the current President.

Responsible to:

The members of the chapter
The chapter president
State council membership and at-large director

Requirements:

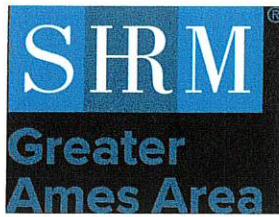
Must be a Chapter member in good standing.
Nominated by the Chapter President and elected by the Chapter membership by a majority vote.
Serves a one-year term beginning January 1 and ending December 31 each year.
Serves as President-elect for the Chapter moving into the President position the second year the Past President position the following year (3-year commitment).

Responsibilities:

- Compile membership data; present to the board of directors quarterly and to the members at each month's meeting.
- Respond to requests for information about membership through telephone calls, personal contacts, and correspondence.
- Contact applicants from whom more information is needed to evaluate application.
- Maintain a membership directory and email distribution list for sending announcements.
- Keep an up-to-date roster of names and addresses of all chapter members. If addresses are changed, the secretary should notify SHRM headquarters.
- Maintain supplies of membership materials: applications, informational brochures, etc.
- Carry out ad hoc assignments of president (e.g., membership promotion, recommendation of membership criteria changes, etc.)
- Obtain quarterly lists of at-large members (SHRM members who are not members of any chapter) in your area through the online request form. Source those lists to invite at-large members to your chapter events.
- Attend monthly membership and quarterly board of director's meetings.
- Participate in the SHRM Membership Core Leadership Area conference calls and webcasts.
- 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.
- Complete other assignments as requested by the president or the board of directors.

Resources Available:

- SHRM supplies the following resources for chapter membership chairs online at www.shrm.org/vlrc
 - Auditing Your Chapter Roster
 - Chapter Best Practices
 - Chapter Position Descriptions
 - Involving Senior HR Professionals
 - Fundamentals of Chapter Operations
 - SHRM Membership Recruitment and Retention Toolkit



VICE PRESIDENT - MEMBERSHIP / PRESIDENT / PAST 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. 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
State council director

Requirements:

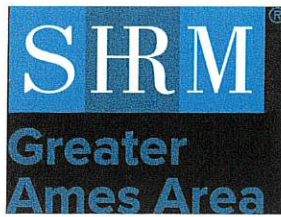
Must be a National SHRM and Chapter member in good standing. Chapter may pay for National membership if the incumbent's employer is not able to cover the cost.
Previously serve as VP-Membership, elected by the Chapter membership by a majority vote.
Subsequently serve as Past President.
Serves a one-year term beginning January 1 and ending December 31 each year.

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 any committees, to ensure the accomplishment of chapter goals, objectives, and strategies.
- Accumulate information all year about the chapter and compile it for the SHRM Affiliate Program for Excellence (SHAPE) Year-End Report submitted to SHRM by January 31 each year. Submission of the year-end report is required by SHRM and covers the previous calendar year.
- Monitor the use, accounting, and handling of the chapter funds.
- Chair all meetings of chapter officers and members. Attend at least 75% of chapter meetings.
- 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 chapter leaders and the membership.

Resources Available:

- SHRM supplies the following resources for chapter presidents
 - SHRM Affiliate Program for Excellence (SHAPE) Planning Workbook
 - SHRM Guide to Chapter Financial Management
 - SHRM Graphics Standards Manual for Affiliates
 - Fundamentals of Chapter Operations
 - SHRM Strategic Planning Toolkit
 - Succession Planning for Your Chapter Board of DirectorsAnd MUCH MORE...available online at www.shrm.org/vlrc



VICE PRESIDENT - MEMBERSHIP / PRESIDENT / **PAST PRESIDENT**

Position Summary:

Advise the president and other officers and members of the board of directors regarding past practices, general operations, and other matters to assist in the smooth operation of the chapter.

Responsible to:

The chapter president
The chapter executive committee members
The members of the chapter

Requirements:

Must be a Chapter member in good standing.
Serves a one-year term beginning January 1 and ending December 31 each year.

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.
- 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 past-presidents
 - Award Programs (Pinnacle, etc.)
 - SHRM Affiliate Program for Excellence (SHAPE)
 - Fundamentals of Chapter Operations
 - SHRM Strategic Planning Toolkit
 - And MUCH MORE...available online at www.shrm.org/vlrc