

IMMEDIATE 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 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 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.
- Prepares submissions for chapter Pinnacle Award nominations, if applicable.
- 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 board of directors meetings.
- Works on special projects as assigned by Chapter President

Revised 5/6/09

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
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 (minimum of 75% required) 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.
- Maintains job descriptions for all Board positions
- Sits as member of the Strategic Finance Committee
- Sends flowers, etc. as needed to Board Members for hospitalization, death in family, etc.
- Writes President's Letter for each quarterly issue of chapter newsletter

Requirements:

- Must be an SHRM member in good standing for entire term of office. Should possess SHRM certification (PHR or SPHR).

Revised 5/6/09

SECRETARY

Position Summary:

Take minutes of chapter meetings;
Maintain chapter records and history (?)

Responsible To:

The members of the chapter and the chapter president

Responsibilities:

- Maintain a record of attendance and prepare the minutes of all officers' and directors' meetings;
- File in the Chapter 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 members, and general membership.
 - Copies of all chapter publications.
 - Approved and signed minutes of all board of directors and membership meetings.
 - Chapter Charter
 - Legal documents such as IRS Letters of Determination, Articles of Incorporation
- 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 board of directors meetings.
- Maintain and publish Annual Chapter Calendar
- Serves as member of the Strategic Finance Committee

Revised 5/6/09

TREASURER

Position Summary:

Act as financial officer and advisor to chapter board of directors. Files appropriate forms and information with IRS.

Responsible To:

- Chapter members
- Chapter president

Responsibilities:

- Fulfill the role of financial officer and advisor.
- The treasurer, as an elected officer of the chapter, is a 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.
- The treasurer shall safeguard in the capacity of trustee and financial agent, all funds for the chapter that are received and held by the chapter administrator.
- The treasurer shall 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 strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors meetings.
- Acts as Chairperson of the Strategic Finance Committee
- Prepares annual chapter budget

Revised 5/6/09

VP/Director - At Large

- Attend all monthly membership and board of directors meetings.
- 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.
- Assist other Board Members and/or Committees as needed.
- Work on special projects as assigned by Chapter President.

Revised 5/6/09

VP/Director, Certification

Position Summary:

Encourage members to become certified and recertified. Increase the number of chapter members who are certified PHR/SPHR/GPHR by the Human Resource Certification Institute (HRCI).

Responsible To:

The members of the chapter
The chapter president
State council certification director

Responsibilities:

- Make announcements about benefits of certification and/or provide newsletter copy or web site text on benefits.
- If there is no chapter study group, provide information to members about alternative study methods.
- 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.
- 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.
- 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.
- 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 board of directors meetings.

Requirements:

Chapter certification director must be certified by HRCI.

Revised 5/6/09

VP/Director - Diversity

Position Summary:

Serve as an appointed member of the chapter board of directors. Monitor and evaluate on a continuing basis local activities concerning diversity issues. Spearhead the effort to diversify the chapter's membership/leadership and to publicize successful diversity programs in the local community.

Responsible To:

The members of the chapter
The chapter president
State council diversity director

Responsibilities:

- Lead the chapter's Diversity Task Force, comprised of volunteer chapter members.
- Develop, update (as necessary) and publicize chapter diversity statement.
- 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, including service on Diversity Task Force.
- 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 SHRM Diversity 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.
- Attend all monthly membership and board of directors meetings.

Revised 5/6/09

VP/Director – Education and Student Liaison

Position Summary:

Serves as an elected member of the Southeastern Pennsylvania Chapter of the Society for Human Resource Management (SEPA SHRM) with responsibility to manage any/all college and university outreach efforts and those activities associated with promoting SHRM National's Student Programs.

Responsible To:

- SEPA SHRM Chapter Members
- SEPA SHRM President and Board of Directors
- SHRM PA State Council College Relations Director

Responsibilities Include:

- Serve as a voting member of SEPA SHRM Board of Directors
- Regularly attend monthly SEPA SHRM Chapter and Board of Director meetings
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter, to include fiduciary (budgeting) responsibility for any/all items associated with college and university related activities
- Recommend community service projects to be supported by SEPA SHRM
- Represent SEPA SHRM within the human resources community
- Participate in SHRM College Relations Core Leadership Area conference calls and webcasts
- Serve as liaison between SEPA SHRM (members and Board), SHRM State Council, and Student Chapter sponsors and members
- Assist local colleges and universities in chartering new SHRM Student Chapters (as applicable)
- Establish and maintain relationship(s) with local colleges and universities to promote the HR profession, the benefits of SHRM membership, SEPA SHRM Chapter membership, etc.
- Provide classroom visits and/or instruction on HR-related topics of interest (in general) and to Student Chapters (specifically)
- Act as point-of-contact and/or mentor to students seeking a career in HR
- Provide assistance in establishing mentor-mentee relationships between students seeking a career in HR and chapter members and/or local HR professionals
- SEPA SHRM Scholarship and/or Professional Assistance Program(s)
 - Develop application evaluation criteria and design the appropriate materials
 - Promote program(s) to local colleges and universities
 - Evaluate applications and recommend recipients
 - Recommend changes to program(s) as necessary (i.e., award amount, number of recipients, etc.)
- SEPA SHRM Internship and/or Student Development Program(s)
 - Oversee program(s)
 - Promote program(s) to local colleges and universities – request internship postings from local HR professionals and chapter members; forward postings to local student chapters (sponsors and/or faculty members)
 - Arrange for students to “shadow” individuals working in the HR profession
 - HR Games – Recruit chapter members as volunteers, as needed

Revised 5/6/09

VP/Director - Foundation

Position Summary:

Educate, promote, and represent the interests of the SHRM Foundation and its activities to the chapter membership.

Responsible To:

The members of the chapter
The chapter president
State council SHRM Foundation director

Responsibilities:

- Educate the chapter membership regarding the existence, purpose, and ongoing activities of the SHRM Foundation.
- Encourage the chapter membership to contribute financially to the SHRM Foundation as a show of support for the human resources profession.
- Encourage the chapter membership to support an annual contribution to the SHRM Foundation by the chapter.
- Advise and update the chapter membership of the SHRM Foundation's activities and fund-raising needs.
- Participate in the SHRM Foundation 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.
- Attend all monthly membership and board of directors meetings.
- Recommend fund raising activities for SHRM Foundation

Revised 5/6/09

VP/Director - Legislative Affairs

Position Summary:

Serve as an appointed/elected member of the chapter leadership. 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 to the chapter president and fellow chapter members. Inform elected officials of SHRM's position on legislation affecting the human resources profession. Work in close cooperation with the State Council Legislative Affairs Director and the SHRM headquarters staff in carrying out these responsibilities. It is advisable that the chapter legislative representative serve a multiple-year term.

Responsible To:

The members of the chapter
The chapter president
State council legislative director

Responsibilities:

- Attend and participate in all scheduled chapter meetings.
- Provide a legislative affairs report to members at chapter meetings.
- Maintain contact with state legislators and Member 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 the 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 chapter activities or other professional meetings.
- Develop and support workshops and seminars that address public affairs issues.
- Respond to any other requirements of the chapter president and state council legislative affairs director.
- Inform chapter members about HRVoice programs and how to use the letter-writing feature on the SHRM web site.
- Promote within the chapter increased knowledge and activities for influencing legislation.
- Write regular legislative updates for chapter newsletter.
- Participate in the SHRM Governmental Affairs 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.
- Attend all monthly membership and board of directors meetings.

Proposed - new
Board position

VP/Director – Marketing and Exhibitors

Position Summary:

Identify and acquire sponsors for chapter meetings and events who are willing to assist the chapter financially in return for an opportunity to promote their product or service to members. Conduct benchmarking and networking activities necessary for creating a viable sponsor program.

Responsible To:

The members of the chapter
The chapter president

Responsibilities:

- Network with other SHRM chapters and the Chamber of Commerce to obtain leads for potential sponsors.
- Identify other opportunities for networking with area businesses and organizations to obtain sponsor leads.
- Formulate and present standard proposals for sponsorship terms and conditions (based on benchmarks from other local chapters) to the chapter board of directors for pre-approval.
- Negotiate with potential sponsors regarding terms and conditions for chapter sponsorship arrangements.
- Communicate with the sponsors, in writing, chapter expectations and limitations applicable to solicitation of members.
- Form a committee, as needed, to assist in the logistics of sponsorship presentations at chapter events.
- Communicate with the treasurer to assure that pledged sponsor financial consideration is received and deposited in chapter account prior to function.
- Communicate with the program chair to assure that sponsorship activities are coordinated with the event that they are sponsoring.
- Follow up with the sponsor, prior to the event, to assure that all expectations (on both sides) are met.
- Communicate with sponsors following the event to determine if they were pleased with response and to see if they would be interested in sponsoring future events.
- Attend all monthly membership and board of directors meetings.
- 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.

Revised 5/6/09

VP/Director - Membership

Position Summary:

Oversee the membership function in successfully retaining, serving, and when appropriate increasing chapter membership. Welcome new members into the chapter and help coordinate the logistics of monthly membership meetings.

Responsible To:

The members of the chapter
The chapter president

Responsibilities:

- Greet all guests at monthly membership meetings and ensure each new member is personally welcomed by the board and recognized or introduced at membership meetings. This may include organizing a "buddy system."
- Distribute welcome packets to new members after they are approved for chapter membership each month. Inform new members of orientation meetings.
- Direct and support the activities of chairs and members of membership and member services committees.
- Work with Chapter Administrator to reserve facilities for monthly membership meetings and ensure the speaker's A/V equipment is prepared for the meeting (i.e., screen, microphone, overhead projector).
- Plan meals and refreshments within budget for membership meetings*
- Register attendees at meetings so members can be validated and registration confirmed at the door.
- Ensure up to date directories and name badges are provided at monthly meetings and seminars in coordination with the Chapter Administrator.
- Provide monthly updates to the chapter President before the monthly board meetings. Attend monthly board meetings when appropriate/possible.
- Coordinate activities at the member meeting registration table, greet members/guests as they arrive, and assure that all financial transactions are recorded appropriately and turned over to the Chapter Administrator for reconciliation, deposit, communication with treasurer and, if appropriate, further collection.
- Communicate with the Chapter Administrator to assure that the roster is marked for whom to bill for "no-show," (if appropriate) and to assure that the Chapter Administrator can understand the amounts paid at the registration table and what those monies should be applied to (dues, meeting fee, or other).
- Deliver any payments made at the door to the Chapter Administrator along with a copy of the registration roster.
- Coordinate the Board Members to assure that at least two Board members are at each meeting to check in members and guests.
- Respond to requests for information about membership status; contact applicants from whom more information is needed to evaluate application; coordinate requests with Chapter Administrator when necessary.
- Carry out ad hoc assignments of president (e.g. membership promotion, surveys, etc.)
- Plan prospective member events in cooperation with other Board Members and Chapter Administrator, if necessary.
- Act as a liaison between the board of directors and members, when relevant.
- Participate in SHRM Membership Core Leadership Area conference calls and webcasts.

VP/Director - Programs and Professional Development

Position Summary:

Manage the activities of the professional development committee to provide seminars, workshops and other professional development opportunities for the chapter membership.

Responsible To:

The members of the chapter
The chapter president

Responsibilities:

- In conjunction with the professional development committee, recommend topics and speakers for periodic seminar and workshops to provide in-depth and timely professional development opportunities for members.
- As appropriate, attend professional development presentations for review as potential development topic for chapter.
- Recruit members to serve on professional development committee.
- Coordinate efforts with other chapters and members of boards of directors to best serve the membership.
- Serve as resource to committee members in arranging meetings.
- Contact potential speakers and make arrangements for selected meetings, including promoting the program.
- Prepare final draft of monthly chapter meeting flyers; submit to Chapter Administrator.
- Provide information regarding workshops and services to the administrative office, newsletter editor, members and other, through presentations, written communications, and personal contact.
- Review final preparations for meetings to assure that programs run smoothly.
- Review program evaluations for feedback to be used in planning future events.
- Serve as liaison between the members of the professional development committee.
- 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 board of directors meeting

Revised 5/6/09

VP/Director - Public Relations and Communications

Position Summary:

Provide timely and comprehensive information about programs, workshops, and other matters of interest via chapter newsletter to chapter members and to external resources as appropriate. Create and maintain a favorable image of the chapter working for the professional development of its members by a) keeping membership informed of chapter projects, activities and upcoming meetings, and b) disseminating relevant professional information viewed as beneficial to the members.

Responsible To:

The members of the chapter
The chapter president

Responsibilities:

- Editorial responsibilities for the publications and communications of the chapter.
- Recruit assistance from the membership and the Board for articles, survey questions, etc.
- Compile, edit, design, and lay out the final copy of the newsletter.
- Establish a reporting network, plan issues, and write the final copy (or edit copy supplied by others) for each issue.
- Coordinate production of the newsletter and production schedule.
- Ensure timely distribution (via mail or e-mail) of the newsletter to members.
- Direct marketing and public relations activities of the chapter, including planning of chapter and community events.
- Communicate with local media sources to ensure community awareness of chapter activities and events.
- Work closely with technology director and membership director to ensure appropriate use of resources including website, member lists, etc.
- Provide monthly updates at the board of directors meetings.
- Attend all monthly membership and board of directors meetings.
- 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.
- Provide support, direction and leadership to committees.

Revised 5/6/09

VP/DIRECTOR - TECHNOLOGY

Position Summary:

Create and/or maintain chapter web site. Provide technical audio visual support for monthly meetings.

Responsible To:

The members of the chapter
The chapter president

Responsibilities:

- Procure and maintain a third party web server and domain name registration.
- Develop and maintain web site and uploads site to web server.
- Edit web pages, post PDF files, create new links, post SHRM and chapter information as needed to keep web site current.
- Respond to member questions and problems regarding web site.
- Test and monitor web site to ensure stability and functionality.
- Communicate with chapter board of directors to make sure all information on the web site is current and accurate.
- Create, as needed, web-based response forms for surveys, etc.
- Download files for monthly presentations.
- Provide laptop and projector set up for monthly chapter meetings.
- Attend all monthly membership and board of directors meetings.
- 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.

Requirements:

- Must be literate in HTML, FTP, or other web editing tools.

Revised 5/6/09

VP/Director - Workforce Readiness

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 advocates.

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.
- Respond to any other requirements of the chapter president and state workforce readiness director.
- Participate in SHRM Workforce Readiness Core Leadership Area volunteer leader 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.
- Attend all monthly membership and board of directors meetings.

Revised 5/6/09