

## **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 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 a minimum of 50% of the 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.
- Attend board meetings and chapter monthly meetings and satisfy attendance requirements per Chapter By-Laws and Constitution.

### Requirements:

- Must be an SHRM member in good standing for entire term of office.

### Resources Available:

- SHRM supplies the following resources for chapter presidents
  - SHRM Chapter Achievement Plan (CAP)
  - Chapter Best Practices
  - Chapter Position Descriptions
  - SHRM Guide to Chapter Financial Management
  - SHRM-Approved Graphics
  - SHRM Graphics Standards Manual for Affiliates
  - SHRM Leaders Guide
  - SHRM Strategic Planning Toolkit
  - Succession Planning for Your Chapter Board of Directors
  - And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)

# Workforce Readiness

Responsible to:

The Members of the Chapter

The Chapter President

State Council Workforce Readiness Director

Responsibilities:

1. Monitors and evaluates on a continuing basis local activities concerning workforce readiness.
2. Plans and encourages chapter involvement and activities affecting the workforce arena.
3. Serves as advocate and program coordinator for workforce readiness activities.
4. Partner with local schools to share information.
5. Prepare/conduct a program concerning workforce development issues at a regular monthly chapter meeting, to be coordinated with the chapter Program Chair.
6. Identifies and assesses the workforce readiness needs of the Montgomery SHRM membership.
7. Works in cooperation with state-level workforce readiness and advocates.
8. Serves as a resource and contact for chapter members on workforce readiness issues.

9. Coordinates and interacts with Workforce Development Committee on workforce readiness issues.

10. Represent the chapter in the Human Resources community.

11. Attend all monthly membership and Board of Directors meetings.

## **PRESIDENT-ELECT**

### Position Summary:

Assist the president in overseeing all the activities of the chapter. In the absence of the president, perform all the presidential responsibilities.

Secure a minimum of one sponsor for a chapter meeting or event.

### Responsible To:

The members of the chapter  
The chapter president

### Responsibilities:

- Perform all special projects as assigned by the president.
- Upon request, assist all officers in performing their responsibilities.
- Attend board meetings and chapter monthly meetings and satisfy attendance requirements per Chapter By-Laws and Constitution.
- 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.

### Resources Available:

- SHRM supplies the following resources for chapter vice-presidents or presidents-elect
  - SHRM Chapter Achievement Plan (CAP)
  - Chapter Best Practices
  - Chapter Position Descriptions
  - SHRM Guide to Chapter Financial Management
  - SHRM-Approved Graphics for Chapters
  - SHRM Graphics Standards Manual for Affiliates
  - SHRM Leaders Guide
  - SHRM Strategic Planning Toolkit
  - And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)

## **VICE PRESIDENT OF PROGRAMS**

### Position Summary:

Assist the president in overseeing all activities of the chapter. Manage the development and provision of programs, workshops, seminars, and other services provided by the chapter. Coordinate and schedule quality programs and speakers and ensure facility, equipment, certification, reservation details are secured through the Support Director Programs. Coordinate equipment (including all technology) required for monthly meetings.

Secure a minimum of one sponsor for a chapter meeting or event.

### Responsible To:

The members of the chapter  
The chapter president

### Responsibilities:

- Facilitate programs for the current year via recommendations from the Program Committee, President, Board, and chapter membership.
- Select topic and recommend to Board of Directors.
- Contact, solicit, and schedule speakers who possess the necessary qualifications to present human resource topics as pertinent to the membership.
- Read HR Certification Institute guidelines and specifics for certification and communicate information to speakers and communicate with Support Director Programs.
- Obtain bio and presentation a minimum of six weeks prior to the meeting and deliver it to the Support Director Programs for application of certification credit.
- Apply for PHR/SPHR certification credit for each eligible meeting no later than six weeks prior to the event. Communicate program certification number to the Newsletter Chair, Support Director Programs, and President.
- Responsible for communicating and ensuring all program details are secured with Support Director and all other parties/items involved (facility, speaker, equipment, etc.). Obtain information from Support Director Program to combine facility and meeting details in the programs spreadsheet.
- Maintain program spreadsheet and communicate program information to Board of Directors and provide written communications to the Newsletter Chair and Web Site Chair/Support Director describing the monthly programs, including accurate topics, speaker's name, title, company and qualifications. Welcome the speaker, introduce to members through mingling, sit with and provide assistance to the speaker on the evening of the event.
- Follow up by sending a 'thank you' card to the speaker.
- Keep abreast of developments in the human resources field in order to provide timely programs and services.
- Attend board meetings and chapter monthly meetings and satisfy attendance requirements per Chapter By-Laws and Constitution.
- 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.

- Participate in the advancement of the SHRM Montgomery Chapter by serving on a SHRM Montgomery committee or volunteering for SHRM community project.
- Recruit two chapter meeting or website sponsors.
- Recruit two new or prior non-renewed memberships.
- Complete other assignments as requested by the president or the board of directors.

Resources Available:

- SHRM supplies the following resources for chapter vice-presidents of programs and services
  - Chapter Best Practices
  - Chapter Position Descriptions
  - SHRM Leaders Guide
  - And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)

## **SUPPORT DIRECTOR PROGRAMS**

### Position Summary:

Assist the VP of Programs in program development and coordination. Oversee the facility, reservation, and equipment details. Coordinate and schedule quality locations, negotiation terms/prices, and maintain good relations with the local facility coordinators.

Secure a minimum of one sponsor for a chapter meeting or event.

### Responsible To:

The members of the chapter  
The programs chair  
The chapter president

### Responsibilities:

- Assist VP of Programs for the current year with programs through facility arrangements, reservation coordination, and secure equipment for speaker.
- Schedule locations and select menu for monthly meetings.
- Contact, secure dinner details (menu, time served, count, etc.), room arrangements/cost, negotiate price and communicate with the facility coordinators. Review any prior/minimum agreements with the Board of Directors prior to commitment.
- Receive member reservations and process the sign-in sheet for each meeting.
  - Modify the spreadsheet to include the following:
    - Payment Received: Cash/ Check#
    - Payment Method: Pay at Door/ Credit Card (verify through PayPal that payment has actually been received)
    - Indicate the appropriate Meal and Guest fees.
    - Highlight those who are guests.
    - Verify that guests are not indicated as members.
- Email/deliver reservation list to the VP Membership/ Support Director Membership for the sign-in table at the meeting no later than one day prior/or morning of the meeting. Communicate with the Support Director Membership about number attending, guest confirmation, guest fees for collection, and membership confirmation.
- Read the HR Certification Institute guidelines to ensure program is in compliance with the certification institute and communicate to the board, facility, and all others involved. Ensure meeting is conducted properly/timely especially when certification credit has been awarded.
  - Keep speaker on track so meeting can be concluded appropriately.
- Communicate program information to Board of Directors and to VP of Programs specifically meeting location, times, dates, menu, equipment available and needed, and any other facility details.
- Periodically check website to ensure program information is updated and accurate; check links pertaining to programs to ensure working properly.
- Keep abreast of developments in the human resources field in order to provide timely programs and services.
- Attend board meetings and chapter monthly meetings and satisfy attendance requirements per Chapter By-Laws and Constitution.

- 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.
- Participate in the advancement of the SHRM Montgomery Chapter by serving on a SHRM Montgomery committee or volunteering for SHRM community project.
- Recruit two chapter meeting or website sponsors.
- Recruit two new or prior non-renewed memberships.
- Complete other assignments as requested by the president or the board of directors.

Resources Available:

- SHRM supplies the following resources for chapter vice-presidents of programs and services
  - Chapter Best Practices
  - Chapter Position Descriptions
  - SHRM Leaders Guide
  - And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)



## **SECRETARY**

### Position Summary:

Take minutes of chapter meetings and provide general correspondence. Maintain chapter records and history.

Secure a minimum of one sponsor for a chapter meeting or event.

### Responsible To:

The members of the chapter  
The chapter president

### Responsibilities:

- Maintain a record of attendance for board meetings and prepare the minutes. Maintain a record of board members' attendance at regular chapter membership meetings.
  - Partner with VP of Membership/ Support Director Membership for chapter meeting attendance.
- Distribute to the board members all board meeting minutes and direct posting of meeting minutes (via website) for distribution to membership. This information should also be sent to the district director, the state director, and SHRM Regional Team.
- Provide webmaster with approved board meeting minutes following each board meeting.
- Where applicable, maintain and update a chapter library (books and references).
- Maintain a permanent record of:
  - Chapter constitution and 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.
  - 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 board meetings and chapter monthly meetings and satisfy attendance requirements per Chapter By-Laws and Constitution.

### Resources Available:

- SHRM supplies the following resources for chapter secretaries
  - Chapter Position Descriptions
  - Guide to Maintaining Your Chapter's History
  - Secretary's Guide to Taking Minutes
  - SHRM Leaders Guide
  - And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)

## **TREASURER**

### Position Summary:

Act as financial officer and advisor to chapter board of directors. Coordinate with VP of Membership and WebMaster to ensure that dues notices and other invoices are sent to members. File appropriate forms and information with IRS.

Secure a minimum of one sponsor for a chapter meeting or event.

### Responsible To:

The members of the chapter  
The 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 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.
- 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 board meetings and chapter monthly meetings and satisfy attendance requirements per Chapter By-Laws and Constitution.

### Resources Available:

- SHRM supplies the following resources for chapter treasurers
  - Chapter Position Descriptions
  - SHRM Guide to Chapter Financial Management
  - SHRM Leaders Guide
  - Treasurer's Quick Guide

And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)

## **SUPPORT DIRECTOR TREASURER**

### Position Summary:

Act as assistant financial officer and advisor to chapter board of directors. Handle receipt of and correspondence regarding payments made via PayPal. Send PayPal dues notices and other invoices to members for dues, renewals, no-shows, etc. Send invoices for guest fees.

Secure a minimum of one sponsor for a chapter meeting or event.

### Responsible To:

Treasurer and Vice President of Membership  
The members of the chapter  
The chapter president

### Responsibilities:

- Fulfill the role of assistant financial officer and advisor; and financial officer for PayPal payments.
- The Support Director, 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 co-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 Support Director 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 Support Director shall work with the treasurer to receive, hold, and safeguard in the capacity of trustee and financial agent, all funds for the chapter.
- The Support Director shall disburse such funds only for normal and usual uses unless the chapter's board of directors shall otherwise direct and only in the absence of the treasurer.
- 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 board meetings and chapter monthly meetings and satisfy attendance requirements per Chapter By-Laws and Constitution.

### Resources Available:

- SHRM supplies the following resources for chapter treasurers
  - SHRM Guide to Chapter Financial Management
  - SHRM Leaders Guide
  - Treasurer's Quick Guide
  - [www.shrm.org/vlrc](http://www.shrm.org/vlrc)

## **VICE PRESIDENT OF MEMBERSHIP/ CLA MEMBERSHIP**

### Position Summary:

Maintain the chapter's membership database to produce a print or online annual membership roster/directory and applicable addendums. Maintain WebDirectory. Maintain the chapter mailbox and distribute mail to the appropriate officer, director, or chair. Maintain the chapter's membership relations and oversee recruiting efforts for new members and non-renewed members.

Secure a minimum of one sponsor for a chapter meeting or event.

### Responsible To:

The members of the chapter  
The chapter president

### Responsibilities:

- Keep an up-to-date roster of names and addresses of all chapter members.
- Maintain record of membership attendance at general membership meetings to track active participation for purposes of succession planning.
- Direct all the marketing, public relations, and membership drives to reach non-renewed, new members, and potential members.
- Check mailbox weekly for membership applications and payments.
- Update the Web Directory appropriately upon receipt of dues for new members as well as renewed members.
- Oversee activities and communications to increase membership in the chapter. Divide calling lists among board members to reach non-renewed members over several years of roster information.
- Call local businesses not represented in SHRM Montgomery to speak with HR representative and invite to SHRM meeting. Divide up lists for board members to assist in this marketing effort.
- Oversee and obtain database information to report membership count, SHRM National membership count, and percentages of growth/decline to the chapter president.
- Oversee audit of At-large spreadsheet and contacting At-large members to increase local membership.
- Balance chapter's records with national's records to ensure chapter is getting the allotted funds for membership.
- Present new membership applications at the board meetings for approval. Review each application to determine if there are specifics to substantiate qualifications for membership. Call potential member if more information is needed prior to presenting to the Board of Directors.
- Notify each applicant in writing or by email of membership status as soon after the Board action is decided. Handle all membership communication. Follow up with a call to welcome members personally.
- Communicate to the Secretary and Newsletter the names and contact information of new members for monthly publication.
- Mail/email in response to all requests for membership information, attach application, and follow up with a phone call.

- Work the registration table with Support Director Membership at the monthly meetings, collecting money and membership sign-in sheet in order to be updated.
- Direct Welcoming Committee to ensure current, new, and potential members feel welcome at the membership meetings.
- Attend board meetings and chapter monthly meetings and satisfy attendance requirements per Chapter By-Laws and Constitution.
- 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.
- Participate in the advancement of the SHRM Montgomery Chapter by serving on a SHRM Montgomery committee or volunteering for SHRM community project.
- Recruit one chapter meeting or website sponsor.
- Recruit six new or prior non-renewed memberships.
- Complete other assignments as requested by the president or the board of directors.
- Participate in CLA Conference Calls/ webcasts as announced by SHRM.

Resources Available:

- SHRM supplies the following resources for chapter marketing/public relations directors
  - Chapter Best Practices
  - Chapter Position Descriptions
  - SHRM Leaders Guide

And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)

## **SUPPORT DIRECTOR MEMBERSHIP**

### Position Summary:

Direct welcoming committees and maintain name tags for visual contact and relationship building at membership meetings. Assist the vice president of membership in maintaining the chapter's membership relations and recruiting efforts for new members and non-renewed members.

Secure a minimum of one sponsor for a chapter meeting or event.

### Responsible To:

The members of the chapter  
The membership chair  
The chapter president

### Responsibilities:

- Obtain monthly lists of new members from the membership chair.
- Secure electronic documentation of the prior year's membership roster. Begin revising roster for the current year's membership roster.
- Put notice in each chapter newsletter that members should contact you to update any changes to their contact information or directions to update on information on website when applicable.
- Check periodically with members whose email addresses no longer work to obtain their updated information.
- Work with the Web Master to have the directory promptly updated and posted.
- Prepare a name tag for every member for identification at monthly meetings.
- Obtain monthly reservation list from Support Director Programs to collate name tags for each membership meeting and check list for membership/guest accuracy (for collecting at the table). Work the table at the membership meetings, membership sign-in and collect money.
- Periodically review the website to ensure member information is neat, presented well, accurate, and links working properly within the website.
- Attend board meetings and chapter monthly meetings and satisfy attendance requirements per Chapter By-Laws and Constitution.
- 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.
- Participate in the advancement of the SHRM Montgomery Chapter by serving on a SHRM Montgomery committee or volunteering for SHRM community project.
- Recruit one chapter meeting or website sponsor.
- Recruit four new or prior non-renewed memberships.
- Complete other assignments as requested by the president or the board of directors.
- Participate in CLA Conference Calls/ webcasts as announced by SHRM.

### Resources Available:

- SHRM supplies the following resources for chapter membership roster chairs

- Chapter Best Practices
- Chapter Position Descriptions
- SHRM Leaders Guide

And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)

## SHRM FOUNDATION CLA

### Position Summary:

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

Secure a minimum of one sponsor for a chapter meeting or event.

### 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.
- Provide webmaster with timely and updated content for website.
- 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 development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend board meetings and chapter monthly meetings and satisfy attendance requirements per Chapter By-Laws and Constitution.
- Participate in CLA Conference Calls/ webcasts as announced by SHRM.

### Resources Available:

- SHRM supplies the following resources for chapter SHRM Foundation directors
  - Chapter Position Descriptions
  - SHRM Leaders Guide
  - And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)
- SHRM Foundation Chapter Toolkit is available at <http://www.shrm.org/foundation/volunteertoolkit.asp>, where you can find:
  - Fundraising Ideas
  - Newsletter Inserts
  - Chapter Champions Program
  - Chapter Pledge Form
  - SHRM Foundation Video
  - SHRM Foundation Contacts



## WORKFORCE READINESS CLA

### Position Summary:

Plan, monitor, and evaluate local activities concerning workforce readiness issues and plans and encourages chapter involvement and activities impacting the workforce readiness arena. Works in cooperation with state-level workforce readiness advocates.

Secure a minimum of one sponsor for a chapter meeting or event.

### 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.
- Provide webmaster with timely and updated content for website.
- 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.
- Provide special recognition for chapter members and for local programs that promote betterment of the local workforce through educational process.
- Respond to any other requirements of the chapter president and state workforce readiness director.
- 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 board meetings and chapter monthly meetings and satisfy attendance requirements per Chapter By-Laws and Constitution.
- Participate in CLA Conference Calls/ webcasts as announced by SHRM.

### Resources Available:

- SHRM supplies the following resources for chapter workforce readiness advocates
  - Chapter Position Descriptions
  - Workforce Readiness Manual
  - SHRM Leaders Guide

And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)

## **WORKFORCE READINESS CO-DIRECTOR**

### Position Summary:

Assists WorkForce Readiness director in planning, monitoring, and evaluating local activities concerning workforce readiness issues and plans and encourages chapter involvement and activities impacting the workforce readiness arena. Works in cooperation with state-level workforce readiness advocates.

Secure a minimum of one sponsor for a chapter meeting or event.

### 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.
- Provide special recognition for chapter members and for local programs that promote betterment of the local workforce through educational process.
- Respond to any other requirements of the chapter president and state workforce readiness director.
- 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 board meetings and chapter monthly meetings and satisfy attendance requirements per Chapter By-Laws and Constitution.
- Participate in CLA Conference Calls/ webcasts as announced by SHRM.

### Resources Available:

- SHRM supplies the following resources for chapter workforce readiness advocates
  - Chapter Position Descriptions
  - Workforce Readiness Manual
  - SHRM Leaders Guide

And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)

## **WEB MASTER**

### Position Summary:

Create and/or maintain designated chapter web site and oversee the entire web site information.

### Responsible To:

The members of the chapter  
The chapter president

### Responsibilities:

- Develop and maintain web site with primary responsibility for the following areas:
  - Home Page
  - About Us
  - Meetings & Events
  - PHR/SPHR Certification
- Coordinate requested changes with the SHRM Affiliate Website Program
- Explore ways to improve and enhance website and membership communication.
- Communicate with the VP of Membership for roster posting.
- Review membership information to make sure formatting is consistent and professional.
- Change membership password on a yearly basis to maintain privacy, more often if needed.
- Edit web pages, post PDF files, create new links for designated areas.
- Test links, reservations, application, and any process with member interaction to ensure functions are working properly.
- Respond to member questions and problems regarding web site.
- 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 membership surveys, etc.
- Attend board meetings and chapter monthly meetings and satisfy attendance requirements per Chapter By-Laws and Constitution.
- 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.
- Participate in the advancement of the SHRM Montgomery Chapter by serving on a SHRM Montgomery committee or volunteering for SHRM community project.
- Recruit one chapter meeting or website sponsor.
- Recruit two new or prior non-renewed memberships.
- Complete other assignments as requested by the president or the board of directors.

### Resources Available:

- SHRM supplies the following resources for chapter web masters
  - Chapter Best Practices
  - Chapter Position Descriptions

- Chapter Web Site Toolkit
- SHRM-Approved Graphics for Chapters
- SHRM Graphics Standards Manual for Affiliates
- SHRM Leaders Guide

And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)

## **SUPPORT DIRECTOR WEB MASTER**

### Position Summary:

Assist chair in creating and/or maintaining designated chapter web site.

### Responsible To:

The members of the chapter  
The chapter president  
To Web Master Chair

### Responsibilities:

- Develop and maintain web site with primary responsibility for the following areas:
  - Career Opportunities
    - Receive and communicate with interested parties about local job postings for complete and expiration date.
    - Create/upload job postings from employers about available HR positions. Remove postings upon expiration date.
  - Workforce Readiness
  - Newsletters
  - Board Meeting Agendas
  - Board Meeting Minutes
- Assist chair in the following responsibilities:
  - Explore ways to improve and enhance website and membership communication.
  - Communicate with the Membership for roster posting.
  - Review membership information to make sure formatting is consistent and professional.
  - Change membership password on a yearly basis to maintain privacy, more often if needed.
  - Edit web pages, post PDF files, create new links for designated areas.
  - Test links, reservations, application, and any process with member interaction to ensure functions are working properly.
  - Respond to member questions and problems regarding web site.
  - 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 membership surveys, etc.
- Attend board meetings and chapter monthly meetings and satisfy attendance requirements per Chapter By-Laws and Constitution.
- 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.
- Participate in the advancement of the SHRM Montgomery Chapter by serving on a SHRM Montgomery committee or volunteering for SHRM community project.
- Recruit one chapter meeting or website sponsor.
- Recruit two new or prior non-renewed memberships.
- Complete other assignments as requested by the president or the board of directors.

### Resources Available:

- SHRM supplies the following resources for chapter web masters
  - Chapter Best Practices
  - Chapter Position Descriptions
  - Chapter Web Site Toolkit
  - SHRM-Approved Graphics for Chapters
  - SHRM Graphics Standards Manual for Affiliates
  - SHRM Leaders Guide

And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)

## **DIVERSITY CLA**

### Position Summary:

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.

Secure a minimum of one sponsor for a chapter meeting or event.

### Responsible To:

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

### Responsibilities:

- 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.
- Provide webmaster with timely and updated content for website.
- 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.
- 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 CLA Conference Calls/ webcasts as announced by SHRM.

### Resources Available:

- SHRM supplies the following resources for chapter diversity directors
  - Chapter Position Descriptions
  - SHRM Leaders Guide
  - Tips for Planning a Diversity Meeting
  - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/chaphelp.asp>
- Diversity Toolkit for SHRM Chapters available online at <http://www.shrm.org/diversity/members/toolkit/>
- SHRM Diversity Focus Area at [www.shrm.org/diversity](http://www.shrm.org/diversity)

## GOVERNMENTAL AFFAIRS CLA

### Position Summary:

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 and inform chapter of SHRM's position on legislation affecting the human resources profession.

Secure a minimum of one sponsor for a chapter meeting or event.

### Responsible To:

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

### Responsibilities:

- 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 legislative updates for chapter newsletter.
- 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 board meetings and chapter monthly meetings and satisfy attendance requirements per Chapter By-Laws and Constitution.
- Participate in CLA Conference Calls/ webcasts as announced by SHRM.

### Resources Available:

- SHRM supplies the following resources for chapter diversity directors
  - Chapter Position Descriptions
  - Guide to Contacting Legislators



- SHRM Leaders Guide
- Tips for Planning a Legislative Meeting
- And MUCH MORE...available online at  
<http://www.shrm.org/chapters/resources/chaphelp.asp>

## **NEWSLETTER AND COMMUNICATIONS DIRECTOR**

### Position Summary:

Provide timely and comprehensive information to chapter members about programs, workshops, and other matters of interest via chapter newsletter. Prepare monthly announcements for chapter meetings (i.e. slideshow).

Secure a minimum of one sponsor for a chapter meeting or event.

### Responsible To:

The members of the chapter  
The chapter president

### Responsibilities:

- 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.
- Prepare and submit the member spotlight(s) for the chapter's monthly newsletter and to the webmaster.
- Coordinate production of the newsletter and production schedule.
- Ensure timely distribution (via mail or e-mail) of the newsletter to members at least one week in advance of the chapter meeting.
- Provide monthly updates at the board of directors meetings.
- Attend board meetings and chapter monthly meetings and satisfy attendance requirements per Chapter By-Laws and Constitution.
- 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.
- Participate in the advancement of the SHRM Montgomery Chapter by serving on a SHRM Montgomery committee or volunteering for SHRM community project.
- Recruit one chapter meeting or website sponsor.
- Recruit two new or prior non-renewed memberships.
- Complete other assignments as requested by the president or the board of directors.

### Resources Available:

- SHRM supplies the following resources for chapter newsletter chairs
  - Chapter Best Practices
  - Chapter Position Descriptions
  - How to Publish a Chapter Newsletter
  - SHRM-Approved Graphics for Chapters
  - SHRM Graphics Standards Manual for Affiliates
  - SHRM Leaders Guide
  - Working with the Media

And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)