**PRESIDENT**

**Function**

Provides leadership to the local Chapter and the Board consistent with the state, area, and national SHRM policy, strategies and objectives. Has general charge and supervision of the affairs and business of the Chapter. Responsible for operating the Chapter effectively so that the needs of the members are met. Performs other duties as required by the local Chapters' bylaws. Serves as a voting members of the State Council. Completes requests from the State Council and National SHRM.

**Responsible To:** Chapter members and 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. Lead strategic planning efforts and lead efforts to set long and short term strategy. Successfully lead planning efforts for annual SHRM Affiliate for Excellence (SHAPE) submission and recognition.
* Monitor the use, accounting, and handling of the chapter funds in cooperation with the Treasurer.
* Chair all Board Meetings. Issue notice of Board of Directors' meetings and create agenda for Board Meetings. Solicit agenda items from Board and Committee Chairs.
* Conduct meeting announcements at monthly member meetings – solicit information from Committees and Board.
* Ensure all goals and timelines for chapter are met. Review SHAPE goals throughout the year to ensure successful completion of goals.
* Coach and develop President-Elect, preparing for succession.
* Ensure proper Board and Committee Chair orientation and integration.
* Lead succession planning efforts for the chapter throughout the year. Develop succession plan and monitor for results.
* Appoint Committee Chairs each year.
* In the case of Board Member resignation during the year, recommend appointees to Board.
* Supervise activities of Board Members, effectively coaching and managing as appropriate. Handle any performance gaps as appropriate. Hold Board Members and Committee Chairs accountable for goal achievement.
* Attend all 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.
* Represent Chapter at State SHRM Conference and State Leadership Conference. If the President-Elect is unable to attend the SHRM Leadership conference, either attend in his/her place or appoint substitute from Board.
* 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.
* Contact Board of Director nominees with the results of the election.
* Answer member questions and positively promote Chapter within the community. Handle any member issues appropriately.
* Maintain communication with the State Council Director and the SHRM Regional Team.

**SHAPE Activities (recommended):**

* Use Volunteer Leader Resource Center resources (<http://shrm.org/chapters/resources/)>.
* Properly and consistently display SHRM “AFFILIATE OF” logo on Web site, chapter letterhead, publications and/or products.
* Complete and submit the "20xx Chapter Leader Information Form" to SHRM headquarters by Dec. 1, 20xx.
* Conduct a minimum of four chapter board meetings, with at least one board meeting in person, during the year.
* Display SHRM promotional materials at meetings.
* Provide a SHRM benefits update at chapter meeting(s).
* Conduct an annual leadership transition and/or strategic planning meeting.
* Provide each board member with a copy of SHRM's Leaders' Guide.
* Implement or maintain a succession plan to identify potential and future leaders.
* Recognize or reward chapter volunteer leaders.
* Attend 50 percent of the SHRM State Council meetings.
* Attend Regional/State SHRM-Affiliate leadership conference.
* Promote SHRM State or Regional Conference(s) to chapter members.
* Promote SHRM conferences to members.
* Sponsor an award promoting human resource excellence.
* Sponsor an assistance program that benefits chapter members of their families such as a "Sons and Daughters" scholarship award program.

**Requirements:**

* Must be a local SHRM member in good standing elected by the chapter membership.
* Maintain a current, active National SHRM membership.
* Maintain regular Board/Chapter meeting attendance. Miss no more than one Board meetings per term.