

Position Title: President

Position Summary:

Serve as an appointed/elected member of the Chapter leadership. 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, up to a maximum term of eight (8) years on the Board.

Responsible To:

The members of GMA SHRM
State Council Director

Position Responsibilities:

- Conduct the business of the Chapter in accordance with the Chapter bylaws and serve as chairperson of the Chapter's Board of Directors.
- Plan and organize the agenda for monthly board meetings, sending out reminders about board member updates and requesting agenda topics.
- Lead Board of Directors.
- Weekly conference calls with President Elect and Chapter Admin
- Preside over the activities of all officers, vice-presidents and directors, as well as standing committees, to ensure the accomplishment of Chapter goals, objectives, and strategies.
- Participate in/lead bi-annual strategic planning sessions for Board of Directors to aid in the development and implementation of short-term and long-term strategic planning for the Chapter.
- Lead, along with President Elect and Vice-President of Finance budgeting meetings for upcoming fiscal budget year.
- Monitor the use, accounting, and handling of the Chapter funds.
- Coordinate and/or write monthly President's Message for Chapter newsletter.
- Organize quarterly meeting with Chapter Administrators to review board feedback.
- Work with President Elect each year to determine succession planning of GMA Board of Directors.
- Write out thank you notes for board holiday outing.
- Sits on Professional Award Selection Committee along with President Elect and Vice-President of Community Outreach
- 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.
- 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.
- Maintain communication with the State Council Director and the SHRM Regional Team.

General Board Responsibilities:

- Present regular updates to the Board.
- Complete respective area of responsibility of the SHAPE & Excel Awards.
- Represent the Chapter in the human resources community.
- Attend all GMA SHRM Board meetings.
- Participate in the development and implementation of short-term and long-term strategic planning of the chapter.
- Maintain SHRM membership for term of office.
- Complete quarterly review form of Chapter Administrators.

Last Updated: 06/2018