

Greater Madison Area SHRM

Board Member Expectations & Benefits

11 Board Meetings (will be scheduled at the beginning of the board year (July 1))

- Two of the board meetings are **full-day** Strategic Planning Retreats (held in June and January).
- Seven of the board meetings are held virtually, with the remaining two meetings held in-person (September and March).
- Board members are to attend **all** board meetings. This is important to ensure we have met quorum for making board decisions.
- If it's necessary to miss, a committee member must be sent on your behalf.

GMA SHRM PDS Events

- Board members should strive to attend all five PDS events each year; even if you can only stop by on your way to work for the networking portion. The goal is for you to meet members and represent the chapter and board, as well as recruit for your committee.

GMA SHRM 101

- Board members are expected to attend GMA SHRM 101 events (typically held in March and September). These are great opportunities to get new and/or potential volunteers for your committee. If you can't attend, ensure a member from your committee can attend to represent your area/committee.

Board Member Monthly Update Forms

- All VP's and Directors must complete a monthly board update form noting highlights and status of activities for each committee and functional area (operations calendar updates, committee updates, etc.).
- VP's review update forms from their directors, ensuring that operational tasks for their areas of ownership are on track. Completed form(s) are forwarded to MDS and President for the board meeting packet one week prior to board meetings.

Committee Meeting Notes

- Committee meeting notes are required due to the size of our chapter. Document meetings to include date or meeting, who was in attendance and items that were discussed.

Budget Tracking/Monitoring

- Review the budget allocated to your area. Monitor the budget to ensure you are staying within funds allotted. Use your volunteer recognition funds to recognize your committee volunteers.

Operational Calendar

- We keep a board level calendar noting each of the important board tasks to be delivered under each functional area. This operations calendar is a core document that helps leaders plan the work of their committees and ensures we meet all our chapter responsibilities and requirements.
- Operations calendar priorities are a roadmap for success and will be reviewed at each board meeting.
- You may want to consider having a more detailed calendar for your committee and review at each of your committee meetings.

Volunteer Engagement and Succession

- Directors and VP's are asked to actively engage in recruiting volunteers for their committees.
- VP's should conduct monthly check-ins with their directors between board meetings to offer support, answer questions, and to ensure core functional tasks are covered and on track.
- To ensure long term viability for the chapter, Directors and VP's should engage in discussions throughout the board year to support cultivating successors for their roles. If a VP or Director will be transitioning off the board in the upcoming board year, each VP/Director is responsible for leading the search for a successor candidate.

Newsletter Expectations

- Submit volunteer/committee spotlight once per year on a set rotation to highlight each committee.
- It is encouraged that you submit newsletter articles as often as possible – updates on your committee, upcoming events/meetings, or topics related to your area of focus.

State Leadership Conference (paid for by the chapter)

- Dates vary, usually the first Thursday afternoon / Friday of August.
- Opportunity to network and idea share with all WI SHRM chapters.
- Attendance is optional but encouraged.

National SHRM Leadership Conference in Washington D.C. (two board members attend- President track positions)

- Dates vary, usually mid-November.
- Opportunity to network and idea share with SHRM chapters across the US.

GMA SHRM Membership is paid for by the chapter when serving on the Board of Directors.

GMA SHRM attire is provided to all Board members.

GMA SHRM appreciation outing / activity paid for by the chapter.