



## **JOB DESCRIPTION**

**PRESIDENT** (Last Updated – 09-01-2024)

### **Position Description & Duties:**

The President is responsible for providing leadership to the GMA SHRM Chapter consistent with state, regional, and SHRM policy, strategies and objectives.

### **Responsible To:**

Members of GMA SHRM

### **Responsibilities:**

- Conduct the Chapter's business in accordance with its bylaws and serve as chairperson of the Board of Directors.
- Plan and organize the agenda for monthly board meetings, send reminders for board member updates, and request agenda topics.
- Lead the Board of Directors.
- Hold weekly conference calls with the President Elect and Chapter Admin.
- Oversee the activities of all officers, vice-presidents, directors, and standing committees to ensure the accomplishment of Chapter goals, objectives, and strategies.
- Participate in and lead bi-annual strategic planning sessions for the Board of Directors to develop and implement short-term and long-term strategic plans for the Chapter.
- Lead budgeting meetings for the upcoming fiscal year with the President Elect and Vice-President of Finance with the support of Chapter Administrator.
- Monitor the use, accounting, and handling of Chapter funds.
- Coordinate and/or write the monthly President's Message for the Chapter newsletter.
- Collaborate with the President Elect each year to determine succession planning for the GMA Board of Directors.
- Serve on the Professional Award Selection Committee along with the President Elect and Vice-President of Community Outreach.
- Attend State Council meetings, actively participate in State Council matters, and provide information to the state council as an elected representative of the Chapter. Appoint a proxy to attend State Council meetings when unable to attend.
- Communicate state, regional, and SHRM goals, policies, and programs to Chapter members. Represent the State Council to local Chapter leaders and members.
- Maintain communication with the State Council Director and the SHRM Regional Team.

### **Requirements:**

- SHRM member in good standing.
- Regular attendance at GMA SHRM board meetings is expected.
- Attendance at bi-annual GMA SHRM strategic planning meetings is expected.
- Participation in annual GMA SHRM budget meetings is expected.

**Term & Commitment:**

- Serves a three-year term beginning the first day of July and ending the last day of June (President-Elect, President, Immediate Past President). Maximum term of eight years on the Board.
- Monthly time commitment: four to ten hours.