

**Position Summary:**

Advise the President and Board of Directors regarding past practices, general operations, and other matters to assist in the smooth running of the organization. Educate, promote, and represent the interests of the SHRM Foundation and its activities to the Chapter. Chair fundraising activities and complete applicable forms for donation and awards.

**Responsible To:**

- The members of the Board of Directors
- SHRM Olympia Chapter members

**Responsibilities:**

- Act as advisor to Chapter Board of Directors regarding past practices and operations in accordance with Chapter's bylaws.
- Upon request, assist officers in performing their responsibilities.
- Perform all special projects as assigned by the President.
- Chair planning committee for specialty events; ie. Wine-Down Wednesday.
- Seek opportunities to qualify for Chapter Champion Foundation Program and submit necessary paperwork/application.
- Submit necessary paperwork and Chapter SHRM Foundation donation annually.
- Periodically educate the Chapter membership regarding the existence, purpose, and ongoing activities of the SHRM Foundation using SHRM resources available.
- Participate in the development and implementation of short-term and long-term strategy planning for the Chapter.
- Assists President with Board of Director Succession Planning.
- Represent the Chapter in the Human Resources community.
- Attend all monthly membership and Board of Directors meetings.

**Requirements:**

- Must be a SHRM member in good standing and a SHRM Olympia Chapter member.
- Serves a one-year term as an elected member of the SHRM Olympia Board of Directors.
- Attends all SHRM Olympia meetings.

**Resources Available:**

- SHRM supplies the following resources
  - Chapter Position Descriptions
  - SHRM Leader's Guide
  - And MUCH MORE...available online at the SHRM Volunteer Leader Resource Center (VLRC), Chapter Resources

<https://vlrc.shrm.org/s/topic/OTO1T000000cDrIWAU/chapter-resources>