

**Position Summary:**

Provides leadership to the SHRM Olympia Chapter consistent with state, regional, and SHRM policy, strategies, and objectives. Effectively operates the Chapter so that the needs of the members are met. Performs other duties as required in accordance with the Chapter bylaws. Serve as a voting member of the State Council.

**Responsible To:**

- The members of the Board of Directors
- SHRM Olympia Chapter members
- WA State Council Director
- WA State District 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.
- Reviews and edits Chapter Bylaws annually or as needed and reports changes to SHRM in accordance with requirements.
- Preside over the activities of all officers and directors, as well as standing committees, to ensure the accomplishment of Chapter goals, objectives, and strategies.
- Issue notice of officer and Board of Directors' meetings. Prepare copies of the agenda for such meetings.
- Identifies and coordinates for location to complete monthly board meetings. In conjunction with the Treasurer, settles bill as needed.
- Monitor the use, accounting, and handling of the Chapter funds. Oversee annual audit of finances.
- Monitor SHRM Olympia President email and respond or forward correspondence received to appropriate board member.
- Chair all meetings of Chapter officers and members.
- Ensures that monthly Chapter meetings are planned, advertised, speakers are presenting appropriate topics, food is appropriate for the event, fees are taken, tech requirements are met, and any other task that is associated with the event is completed timely.
- Welcome and check in all chapter members and guests to events.
- Participate in the development and implementation of short-term and long-term strategy planning for the Chapter.
- Write and submit quarterly President's Message article for the newsletter.
- Review & edit Chapter newsletters for final approval; ensure newsletter is completed and that issues go out on time.
- Ensure that web page is updated and properly maintained.
- Represent the Chapter in the Human Resources community.
- Attend State Council meetings and actively participate in State Council matters as required. Provide information to State Council as an elected representative of the Chapter. Appoints proxy to attend State Council meetings when unable to attend.
- Maintain communication with the State Council Director and the WA SHRM District Director.

- 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.
- Transmit all necessary annual election information to the membership and informs WA SHRM District Director of the results. Prepares and submits the Chapter Leader Information Form (CLIF) annually by 12/1.
- Review and apply for Chapter awards, nominate members for awards, etc. from SHRM, SHRM Foundation, and NHRMA.
- Responsible for all board positions – act as back-up resource to perform or delegate responsibilities as needed.
- Conduct Board of Directors Succession Planning; updates quarterly.
- Chairs annual budget meetings.
- Completes reports for State Council and SHRM as needed.

**Requirements:**

- Must be a SHRM member in good standing and a SHRM Olympia Chapter member.
- Must be an elected Board Member in the previous year and elected during annual elections as President Elect prior to assuming the President position.
- Serves a one-year term as an elected member of the SHRM Olympia Board of Directors.
- Attends all SHRM Olympia and WA SHRM (as required) meetings.

**Resources Available:**

- SHRM supplies the following resources for Chapter Presidents
  - Chapter Position Descriptions
  - Chapter Achievement Plan
  - Chapter Best Practices
  - Chapter Financial Support Program
  - SHRM Approved Graphics
  - SHRM Strategic Planning Toolkit
  - 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/0TO1T000000cDrIWau/chapter-resources>