

Position Summary:

Assists the President in overseeing all the activities of the Chapter. In the absence of the President, performs all the Presidential responsibilities.

Responsible To:

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

Responsibilities:

- Perform all special projects as assigned by the President.
- Assists President with information collection all year about the Chapter and compile it for the Chapter Achievement Plan submitted to SHRM by January 31 each year. Submission of the Chapter Achievement Plan is required by SHRM and covers the year just passed. Submissions should be sent no later than January 31 to your SHRM Regional Team at SHRM.
- Serve as Chair of the Bylaws and Nominating Committees.
- Welcome and check in all chapter members and guests to events.
- Assists the President with preparing the submission for Chapter Pinnacle Award nominations, if applicable.
- Upon request, assist board members in performing their responsibilities.
- Attend (and preside over, if necessary) all monthly membership and Board of Directors meetings.
- Works with volunteer directors to complete chapter newsletter input quarterly for Communications Director to distribute.
- Participate in the development and implementation of short-term and long-term strategy planning for the Chapter.
- Works with Conference Director and Secretary to aid if needed in the setup of the annual conference.
- Verify at quarterly audit that board directors are saving their required reports to SHRM BaseCamp. Annually, in November, begins the ballot process for the upcoming board of directors election with a completion of no later than 11/29. This includes creating the ballot in Survey Monkey and sending it out to the membership via constant contact for voting with a minimum of five voting days.
- Attends annual budget meetings.
- 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 and WA SHRM (as required) meetings.

Resources Available:

- SHRM supplies the following resources
 - Chapter Position Descriptions
 - And MUCH MORE...available online at the SHRM Volunteer Leader Resource Center (VLRC), Chapter Resources
<https://vlrc.shrm.org/s/topic/OTO1T000000cDrIWAU/chapter-resources>