



## VOLUNTEER POSITION DESCRIPTION

### President

The president is elected by the membership to serve a one-year term, voluntarily entered into each year. He or she serves as a member of the Executive Committee and provides leadership to the local chapter consistent with state, area and national Society for Human Resource Management (SHRM) policies, strategies and objectives. The president operates the chapter effectively so that the needs of the members are met. He or she performs other duties as required by the local chapter's bylaws. The president serves as a voting member of the SHRM District 3, Texas State Council.

#### RESPONSIBLE TO

The members of the BV-SHRM  
The Executive Committee of BV-SHRM  
The State Director

#### RESPONSIBILITIES

- Maintains a current active SHRM membership.
- Conducts the business of the chapter in accordance with the chapter by-laws and serves as chairperson of the chapter's Board of Directors.
- Presides over the activities of all officers and directors, as well as standing committees, to ensure the accomplishment of chapter goals, objectives, and strategies.
- Chairs all meetings of chapter officers and members.
- Schedules and presides over monthly Executive Board meetings.
- Ensures creation of annual chapter goals, objectives and strategies using the Chapter Achievement Plan as a guideline.
- Maintains a succession plan for Board of Directors and standing committee chairs.
- Encourages membership participation in community activities.
- Actively promotes BV-SHRM in the community and seek opportunities for BV-SHRM to participate in community activities.

#### SHRM District 3 Texas State Council Affiliation

- Attends quarterly District 3, Texas State Council meetings, budget permitting. Actively participates in Texas State Council matters.
- Represents the Texas State Council to local chapter leaders and the membership.
- Communicates state and area goals, policies and programs to chapter members.

#### SHRM Affiliation

- Encourages BV-SHRM members to become SHRM national members.
- Ensures Membership Committee maintains the minimum 30% SHRM national membership requirements to retain SHRM affiliate status.
- Communicates SHRM national goals, policies and programs to chapter members.
- Maintains communications and builds relationships with other Texas SHRM affiliate chapters.
- Ensures BV-SHRM support of the SHRM Foundation.
- Completes the Chapter Activity Plan for the year served as President by January 31 of the following year.
- Submits Pinnacle Award Application to SHRM, if appropriate.

**Financial**

- Monitors the use, accounting and handling of the chapter funds.
- Ensures creation of annual budget.
- Performs annual chapter audit with assistance of other designated board member(s).
- Approves all expenditures over \$250.
- Reviews bank statements monthly.

**REQUIREMENTS**

- Must be a SHRM member in good standing elected by the chapter membership.
- Must have served at least one year on the BV-SHRM Executive Committee.
- Ability to attend majority of monthly membership meetings.
- Ability to attend majority of monthly Executive Board meetings.
- Able to attend Texas State Council meetings held in various Texas locations (generally one week day and one weekend day per quarter.) Minimally, be able to attend at Texas State Council Leadership meeting during the first quarter if unable to attend other quarterly meetings.
- Able to serve a following one-year term as past president, attending Executive Board meetings in an advisory capacity.
- Have a belief in the value of SHRM national membership and willingness to promote SHRM affiliation.

**SKILLS AND ABILITIES**

- Be comfortable speaking in front of groups.
- Must be able to chair Executive Board Meetings.
- Should have good organizational skills, written and verbal communication skills and team building abilities.
- Must have the ability to work with a diverse group of volunteers to build chapter volunteer participation.
- Basic computer knowledge, including use of email, word processing and spreadsheets is helpful.
- An understanding of basic budget and financial concepts is helpful.

**ESTIMATION OF VOLUNTEER HOURS**

- 9.5 hours per month
  - 2.0 hours for monthly BV-SHRM luncheon.
  - 1.5 hour for monthly executive board meeting.
  - 4.0 hours for emails, discussions, correspondence on BV-SHRM business.
  - 2.0 hours for meeting preparation
- 2 days quarterly to attend Texas State Council Meeting. The meetings are generally on a Friday and Saturday at various locations in Texas. BV-SHRM pays for travel expenses.
- 3 days during November prior to becoming President to attend National Leadership Conference in Washington, DC. BV-SHRM, Texas State Council and SHRM pay for all travel expenses and cost of conference.
- ½ Day Executive Committee Planning Session in January annually.