



Job Description

President

Position Summary:

The President provides leadership to WHRMA 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 by the bylaws; serves as a voting member of the State Council.

Responsible To:

The Members of the Chapter
The State Council Director

Responsibilities:

- Conduct the business of the Chapter in accordance with the Chapter Bylaws and serve as Chairperson of the Chapter's Board.
- Preside over the activities of all officers and directors, as well as standing committees, to ensure the accomplishment of chapter goals, objectives, and strategies.
- Monitor the use, accounting, and handling of Chapter funds.
- Chair all meetings of the Board.
- Participate in/Lead the development and implementation of short term and long term strategic planning for the Chapter.
- Completes the Chapter's Annual SHAPE report and submits by deadline.
- Represent the chapter in the human resources community.
- Attend State Council meetings and actively participate in State Council matters. Provide information to State Council as an elected representative of the Chapter. Appoint proxy to attend State Council meetings when unable to attend.
- Maintain communication with the State Council Director and the SHRM Regional Team.
- Communicate state, regional and/or SHRM goals, policies, and programs to Chapter members. Represent the State Council to local Chapter leaders and the membership.
- Attend all monthly membership and Board meetings

Requirements:

Must be an SHRM member in good standing for entire term of office.