



Foundation Director

Primary Purpose:

The fundamental purpose of this position is to serve as an appointed member of the state council. Represent the interests of the SHRM Foundation and its activities to the state.

Primary Responsibilities:

1. Serve as a voting member of the state council and is expected to attend and participate in all meetings of the council.
2. Hold regularly scheduled meetings with local chapters via phone, webcasts, face-to-face meetings, etc. to promote SHRM Foundation. Report at each State Council meeting the minutes of such meetings. All meeting information should be provided no less than one full week prior to the state council meeting.
3. Educate the chapters and the state council regarding the purpose and ongoing activities of the SHRM Foundation.
4. Encourage chapters and the state council to contribute financially to the SHRM Foundation as a show of support for the human resources profession.
5. Advise and update the state council and chapters of the Foundation's activities and fundraising needs.
6. Coordinate with the state conference a 50/50 and a silent auction or other activity to promote SHRM Foundation fund raising for individuals and local chapters.

Minimum Requirements:

1. Must be a SHRM member in good standing. SHRM certification highly desirable.
2. Appointment is made by the state council director.
3. Should be able to visit chapters throughout the state.
4. Must be present at all meetings of the state council either in person or on the phone. If unavailable to be present, must send a proxy on behalf of program/professional development (can be from a local chapter).
5. Serves a two-year term beginning the first day of January and ending the last day of December. May serve in the same position for not more than four additional consecutive years.