



## State Council Director Elect

### Primary Purpose:

The fundamental purpose of this position is to serve as an “understudy” to the state council director. Work with the state council director to establish policy, strategies and objectives consistent with SHRM Board policies. Provides guidance to elected and volunteer staff that are responsible for accomplishing state and SHRM objectives.

### Primary Responsibilities:

1. In the absence of the state council director, manage the affairs of the council.
2. Oversee the activities of all state committees.
3. Promote the state council and the profession by personal appearances and speaking engagements before SHRM chapters and other organizations within the state.
4. Serve as a voting member of the state council and is expected to attend and participate in all meetings of the council.
5. Identify individuals who demonstrate effective leadership roles within his/her district for potential leadership involvement on the council.
6. Assist the council in the dissemination or development of information, providing timely and accurate response to proposals, surveys and questionnaires. Recommend policy changes as warranted.
7. Report to the state council director on a regular basis concerning chapter/member activities, accomplishments and opportunities within his/her district.
8. Develop and facilitate two-way communications between local SHRM chapters and the state council. Maintain contact with assigned chapters and attend chapter meetings and local board meetings as needed to engage chapters in SHRM business. This position will be responsible to meet with the Presidents on a monthly basis. Hold regularly scheduled meetings with presidents via phone, webcasts, face-to-face meetings, etc. to promote SHRM, state council and local chapter needs. Report at each State Council meeting the minutes of such meetings that are outside of the state council meetings. All meeting information should be provided no less than one full week prior to the state council meeting.
9. Identify and assist in the development of new SHRM professional chapters through the affiliation of existing human resource organizations and other interested human resource groups.

### Minimum Requirements:

1. Must be a SHRM member in good standing. SHRM certification highly desirable.
2. Nominated by the state council director and elected by the governing body of the state council.
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 the director elect (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.