



## State Council Director

### Primary Purpose:

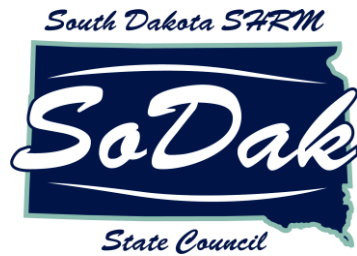
The fundamental purpose of this position is to act as the chief elected officer of the state council, establish policies, strategies and objectives consistent with those of SHRM. Provide guidance to elected and volunteer members who are responsible for accomplishing state and SHRM objectives. Establish goals in support of the SHRM mission and objectives.

### Primary Responsibilities:

1. Manage the affairs of the council as the chief elected officer.
2. Participate as the state's representative on the appropriate SHRM Regional Council. If elected, may represent the regional council on the Membership Advisory Council.
3. Preside over meetings of the council. As appropriate, conduct general membership meetings involving SHRM members within the state. Serve as an ex-officio member of all state committees.
4. Provide leadership for the council by:
  - a. Assigning responsibilities for achieving state and SHRM objectives.
  - b. Directing the activities, plans and objectives of the state council.
  - c. Evaluating the performance of all appointed council members. Counsels with individuals, as necessary, on ways to improve performance and to provide a maximum contribution toward goals and objectives.
5. Develop programs and undertake activities to promote and support the following core leadership areas as defined by SHRM: Certification, College Relations, Diversity, Legislative Action, SHRM Foundation, and Workforce Readiness. Ensure that such core leadership areas are represented by roles on the state council.
6. Hold regularly scheduled meetings with core leadership of the state council 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.
7. Recommend policy and organizational changes to the council in coordination with SHRM Regional Team staff. Provide for implementation and execution of SHRM Board decisions.
8. Promote the council and the profession by personal appearances and speaking engagements before SHRM chapters and other organizations.
9. Prepare regular reports for the Regional Team, regional council and/or the SHRM Board as required. Reports may include activities of chapters and the membership within the state. This would include, but is not limited to, minutes of council meetings.

### Minimum Requirements:

1. Must be a SHRM member in good standing. SHRM certification highly desirable.



2. Elected from the current year's council membership by its voting members no later than November of each year.
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 (primarily director elect or past director).
5. Serves a two-year term beginning the first day of January and ending the last day of December.