



Board of Directors Roles & Job Description

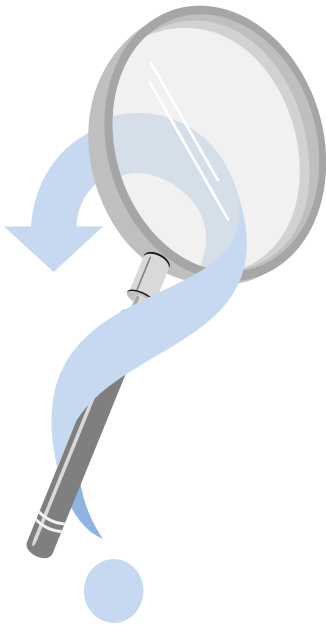
A SUMMARY OF ROLES

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Introduction

This booklet contains the various job descriptions for the positions within the volunteer SHRM-Memphis Board of Directors. Some of the task may be altered given the role of the Administrative Manager position, recently introduced to the chapter. However, these descriptions are to provide you with an overview of the volunteer experience. Hours of dedicated time to the role may vary.

Please Note that the Board of Directors meet once a month on the second Thursday of the month. Member meetings are held every month on the third Tuesday of the month.



TITLE: CAREER CENTER CHAIR

JOB DESCRIPTION

MAJOR ACTIVITY: Maintain/update job and résumé' postings

FREQUENCY: As needed, in a timely and efficient manner.

TASKS

Maintaining/updating job and résumé postings

- E-mail will be sent by employer/jobseeker to Career Center Chair's e-mail address with confirmation of payment for job/résumé posting along with a Word document.
- Career Center Chair will copy posting into Notepad, log onto website and add posting by pasting detail from Notepad and saving.
- Career Center Chair then e-mails customer to inform them that their posting is current
- Additionally, Career Center Chair e-mails employer with User Name and Password for viewing résumé's, also notifying them that they the job will be posted for 30 days and they have access to résumé's for 30 days only.

Identify ways to improve/enhance job postings, including utilization to generate more revenue

Attend Board meetings and provide a monthly Board report to the Secretary

TITLE: CEG Committee Chair

JOB DESCRIPTION

MAJOR ACTIVITY: Work with Career Emphasis Group leaders and the SHRM-Memphis Board to better engage our Chapter membership.

FREQUENCY: Continuously and as necessary.

TASKS

- Meet periodically with CEG leaders to help with vision and planning.
- Ensure proper communication between CEG leaders and Programs VP
- Ensure proper communication between CEG leaders and Treasurer and proper handling of funds.
- Analyze attendance metrics to measure impact on increased engagement
- Recruit leadership for succession and new CEG development

Attend Board meetings and provide a monthly Board report to the Secretary

TITLE: STUDENT CHAPTERS/COLLEGE RELATIONS CHAIR

JOB DESCRIPTION

MAJOR ACTIVITIES:

- Function as a liaison between local student chapters and SHRM-Memphis Professional Chapter by providing guidance to the advisors and students regarding SHRM's national student membership program and any other related human resources information requested by the chapters.
- Assist students with making contacts with HR Practitioners, fostering valuable interaction between the students and the professionals.

TASKS:

- Become knowledgeable about the Society's national student membership program and the services it provides.
- Notify the Student Program Manager at SHRM, SHRMStudent@shrm.org, that you are the designated student liaison from your chapter. You will then be added to the mailing list to receive student program information.
- Seek to establish new student chapters at local colleges and universities offering majors or concentrations in human resources, business management, industrial psychology or related majors or concentrations.

- Work with existing chapters to educate the chapter advisor and students to the advantages of membership in the Society. Share with the students how SHRM membership has benefited you.
- Work with student chapter advisor to foster leadership and organizational skills in student chapter executive board.
- Promote communication between the advisor, student chapter president and sponsoring chapter. Ensure a cooperative working relationship by attending student chapter meetings and providing guidance as necessary.
- Facilitate student chapter activities at the professional chapter level and encourage student participation. Represent the interests of the students to the professional chapter.
- Oversee SHRM-Memphis Chapter Scholarship Program – communicate program guidelines to students and work together with the Board of Directors to select recipients.

Attend Board meetings and provide a monthly Board report to the Secretary

TITLE: COMMUNICATIONS CHAIR

JOB DESCRIPTION

NOTE: Website manual is to be used with position.

1. Tracking/monitoring utilization of website (provide monthly metrics regarding frequency of postings, website traffic, etc.)
 - Log onto the Web Hosting Control System to view and print website metrics:
<http://helm.hostek.com/interfaces/standard/default.asp?setThemeColour=XP>
 - Enter dates for report and export file in .PDF format.
2. Identify ways to improve/enhance website and job postings, including utilization to generate more revenue
3. Work with web services vendor, TVII Media (i.e., the current host vendor) to identify issues and resolve problems
4. Train and/or assist fellow board members on how to post information onto the website
5. Set up and delimit User Access to Site (Administrators, Users, Résumés) as needed

TITLE: DIVERSITY CHAIR

JOB DESCRIPTION:

MAJOR ACTIVITY: Serve as an appointed member of the chapter board of directors. Monitor and evaluate on a continuing basis local activities concerning diversity issues. Spearhead the effort to diversify the chapter's membership/leadership and to publicize successful diversity programs in the local community.

Responsible To:

The members of the chapter
The chapter president
State council diversity director

Frequency: 8-10 monthly meetings; 4 board meetings and 1 annual diversity program

Responsibilities:

- Develop and/or distribute information and materials to chapter members to promote diversity in the workplace.
- Publicize to chapter members examples of successful diversity efforts being undertaken by chapter members in their particular workplaces.
- Identify minorities and other individuals with diverse backgrounds in the local area who might be interested in joining the chapter.
- Identify current chapter members with diverse backgrounds who might be interested in volunteer leadership opportunities.

- Be available for presentations if and when appropriate, or help to identify both diversity programs/speakers for conferences or chapter programs and speakers with diverse backgrounds for conferences or chapter programs.
- Network with other diversity directors from other chapters within the state.
- Coordinate efforts in developing diversity initiatives that can serve as models for other chapters.
- Participate in SHRM Diversity Core Leadership Area conference calls and webcasts.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend quarterly board of directors meetings and provide a monthly board report to the Secretary.

Resources Available:

- Diversity Chair Volunteer Resources online at <http://www.shrm.org/Communities/VolunteerResources/Pages/DiversityCLA.aspx>
- Diversity Toolkit for SHRM Chapters available online at <http://www.shrm.org/Communities/VolunteerResources/Pages/ToolkitforSHRMChapters.aspx>
- SHRM Diversity Focus Area online at <http://www.shrm.org/hrdisciplines/Diversity/Pages/default.aspx>

TITLE: FOUNDATION CHAIR

JOB DESCRIPTION

Position Summary:

Educate, promote, and represent the interests of the SHRM Foundation and its activities to the Chapter.

Responsible To:

The members of the chapter
The Chapter President
State Council SHRM Foundation Director

Responsibilities:

- Educate the Chapter membership regarding the existence, purpose, and ongoing activities of the SHRM Foundation.
- Encourage the Chapter membership to contribute financially to the SHRM Foundation as a show of support for the human resources profession.
- Encourage the Chapter membership to support an annual contribution to the SHRM Foundation by the Chapter.
- Advise and update the Chapter membership of the Foundation's activities and fund-raising needs.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the Human Resources community.
- Attend all monthly membership and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for Chapter Foundation Directors
 - Chapter Position Descriptions
 - SHRM Leaders Guide
 - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/chaphelp.asp>
- SHRM Foundation Chapter Toolkit is available at <http://www.shrm.org/foundation/volunteertoolkit.asp>, where you can find:
 - Fundraising Ideas
 - Newsletter Inserts
 - Chapter Champions Program
 - Chapter Pledge Form
 - SHRM Foundation Video
 - SHRM Foundation Contacts

SHRM Foundation

1. Conduct a Silent Auction at Holiday Social (fundraiser for SHRM Foundation)
 - a. Establish a committee & a set up meetings (July)
 - b. Suggest members donate items (i.e. hotel stays, wine & cheese baskets, gift certificates, resort weekends, golf passes, fitness memberships)
 - c. Promote the event by website and table tents (Sept.-Nov.)
2. Highlight the Foundation and programs during chapter meetings & on the website.
3. Provide Foundation materials at each chapter meetings and events

Attend Board meetings and provide a monthly Board report to the Secretary

TITLE: LEGISLATIVE REPRESENTATIVE

JOB DESCRIPTION

Position Summary:

Serve as an appointed/elected member of the chapter leadership. Monitor and evaluate on a continuing basis pending legislative, regulatory and legal action at the federal, state, and local level that may have an impact on the management of human resources. Present a legislative report or update to the chapter president and fellow chapter members. Inform elected officials of SHRM's position on legislation affecting the human resources profession. Work in close cooperation with the State Public Affairs Director and the SHRM headquarters staff in carrying out these responsibilities. It is advisable that the chapter legislative representative serve a multiple-year term.

Responsible To:

The members of the chapter
The chapter president
State council legislative director

Responsibilities:

- Attend and participate in all scheduled chapter meetings.
- Provide a legislative affairs report to members at chapter meetings.
- Maintain contact with state legislators and Member of Congress.
- Monitor state and local government activities and provide timely information on public policy issues to the chapter president, state council legislative affairs director, and the SHRM's Government Affairs Department.

- Initiate action in response to legislative alerts under SHRM's HR Voice program after coordination with the state council legislative affairs director or the SHRM's Government Affairs Department.
- Work in close cooperation with the state council legislative affairs director and SHRM's Government Affairs Department.
- Serve as a program speaker and advocate at chapter activities or other professional meetings.
- Develop and support workshops and seminars that address public affairs issues.
- Respond to any other requirements of the chapter president and state council legislative affairs director.
- Inform chapter members about HRVoice programs and how to use the letter-writing feature on the SHRM web site.
- Promote within the chapter increased knowledge and activities for influencing legislation.
- Write regular legislative updates for chapter newsletter.
- Participate in the SHRM Government Affairs Core Leadership Area conference calls and webcasts.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors meetings.

Resources Available:

- SHRM supplies the following resources for Chapter Legislative Representatives
 - Chapter Position Descriptions
 - Guide to Contacting Legislators
 - Fundamentals of Chapter Operations
 - Tips for Planning a Legislative Meeting

- And MUCH MORE...available online at www.shrm.org/vlrc
- Legislative Resources are available from SHRM's Governmental Affairs Department online at <http://www.shrm.org/government/>
 - The Government Affairs Department also can provide you with a Chapter Legislative Leader Toolkit.
- View SHRM's position statements online at <http://www.shrm.org/government/policies/>

Title: PAST PRESIDENT

JOB DESCRIPTION

Position Summary:

Advise the president and other officers and members of the board of directors regarding past practices, general operations, and other matters to assist in the smooth operation of the chapter.

Responsible To:

The chapter president

The chapter board of directors

The members of the chapter

Responsibilities:

- Act as advisor to chapter board of directors regarding past practices and operations in accordance with chapter's bylaws. Upon request, assist officers in performing their responsibilities.
- Serve as chair of the Bylaws and Nominating Committees.
- As chair of Bylaws Committee, review bylaws and recommend any needed changes to board of directors.
- As chair of Nominating Committee, develop a slate of qualified candidates for open positions on the board of directors in accordance with the bylaws. Communicate the nominees to fill open positions to the membership for a vote.

- Accumulate information all year about the chapter and compile it for the Chapter Achievement Plan submitted to SHRM by January 31 each year. Submission of the Chapter Achievement Plan is required by SHRM and covers the year previous calendar year
- Prepares submissions for chapter Pinnacle Award nominations, if applicable.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors meetings.

Resources Available:

- SHRM supplies the following resources for chapter past-presidents
 - Award Programs (Pinnacle, etc.)
 - SHRM Chapter Achievement Plan (CAP)
 - Chapter Best Practices
 - Chapter Position Descriptions
 - Fundamentals of Chapter Operations
 - SHRM Strategic Planning Toolkit

And MUCH MORE...available online at www.shrm.org/vlrc

TITLE: PRESIDENT-ELECT

JOB DESCRIPTION

Position Summary:

Assist the president in overseeing all the activities of the chapter. In the absence of the president, perform all the presidential responsibilities.

Responsible To:

The members of the chapter

The chapter president

Responsibilities:

- Perform all special projects as assigned by the president.
- Upon request, assist all officers in performing their responsibilities.
- Attend (and preside over, if necessary) all monthly membership and board of directors meetings.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.

Resources Available:

- SHRM supplies the following resources for chapter vice-presidents or presidents-elect
 - SHRM Affiliate Program for Excellence (SHAPE) Planning Workbook
 - Chapter Best Practices
 - Chapter Position Descriptions
 - SHRM Guide to Chapter Financial Management
 - SHRM-Approved Graphics for Chapters
 - SHRM Graphics Standards Manual for Affiliates
 - Fundamentals of Chapter Operations
 - SHRM Strategic Planning Toolkit

And MUCH MORE...available online at www.shrm.org/vlrc

TITLE: PRESIDENT

JOB DESCRIPTION

Position Summary:

Provide leadership to the local chapter consistent with state, regional, and SHRM policy, strategies and objectives. Effectively operate the chapter so that the needs of the members are met. Perform other duties as required by the local chapter's bylaws. Serve 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 of directors.
- 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 the chapter funds.
- Chair all meetings of chapter officers and members.
- Participate in/Lead the development and implementation of short-term and long-term strategic planning for the chapter.
- 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's goals, policies, and programs to chapter members. Represent the state council to local chapter leaders and the membership.

Requirements:

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

Resources Available:

- SHRM supplies the following resources for chapter presidents
 - SHRM Affiliate Program for Excellence (SHAPE) Planning Workbook
 - Chapter Best Practices
 - Chapter Position Descriptions
 - SHRM Guide to Chapter Financial Management
 - SHRM-Approved Graphics
 - SHRM Graphics Standards Manual for Affiliates
 - Fundamentals of Chapter Operations
 - SHRM Strategic Planning Toolkit
 - Succession Planning for Your Chapter Board of Directors

And MUCH MORE...available online at www.shrm.org/vlrc

TITLE: PROFESSIONAL DEVELOPMENT CHAIR

MAJOR ACTIVITY: Help to development membership and recognize developmental accomplishments of the chapter membership.

Responsible To:

- The members of the chapter
- The chapter president
- State council certification director

Frequency: Different duties throughout the year.

Responsibilities:

1. Recognize chapter members that recently passed the PHR/SPHR/GPHR.
 - Obtain list of people that recently passed from this website.
<http://www.hrci.org/certification/nep1/?Newly-Certified-Professionals>
 - Cross reference the AR, MS, & TN people with the chapter roster.
 - Email the members to congratulate and invite them to a Chapter meeting free of charge.
 - Order trinkets from the National SHRM Store.
<http://shrmstore.shrm.org/browse.cfm?viewfrom=1&catid=33&step=2>
 - Present trinkets during the Chapter meeting.
 - Recognize newly certified members twice a year.

2. Liaison between the chapter and the Christian Brothers University Graduate and Professional Studies Department. They hold a SHRM preparation course for anyone wanting to take the PHR/SPHR.
 - Director _____
 - Update the Contract by July 1st of every year.
 - Obtain evaluations of the class and present to the Board.
 - If CBU makes a profit send an invoice to the CBU for the 10% that the Chapter should receive.
3. Organize Study Groups for Chapter members that are studying for the PHR/SPHR/GPHR certification.
 - Publicize the study groups on the chapter membership emails and on the chapter meeting slides.
 - Email the interested parties and coordinate day and time for the study groups.
4. Ensure the Communications team updates Membership Recognition on the Chapter's Website.
5. Ensure the Communications team updates HRIC information on the Chapter's Website.

BOARD MEETING

1. The Professional Development Chair can attend the monthly board meetings but are required to attend only the quarterly Board meeting.
2. Attend Quarterly Board meetings and provide a monthly board report to the Secretary.

Resources Available:

- SHRM supplies the following resources for chapter certification chairs
 - Chapter Best Practices
 - Chapter Position Descriptions
 - Fundamentals of Chapter Operations
 - And MUCH MORE...available online at www.shrm.org/vlrc
- HR Certification Institute available online at <http://www.hrci.org/>

HR Certification Institute offers an online toolkit to chapter certification directors at <http://www.hrci.org/chapters/>. This toolkit will help you promote certification to your members, get your chapter meetings approved for recertification credit, create a study group and more.

TITLE: SECRETARY

JOB DESCRIPTION:

Request and gather input for board reports, take minutes of the monthly board meetings along with attendance and email board reports and minutes to the board membership.

MAJOR ACTIVITY: Gathering information for board reports and taking meeting minutes.

FREQUENCY: Usually 12 monthly meetings per year. Occasional special meetings for strategic and/or Board Orientation Meetings.

TASKS

1. Take minutes at all board meetings; if you are unable to attend the meeting, ensure a fellow board member will take the minutes.
2. Email all board members the minutes from the previous meeting at least one week prior to the next board meeting.
3. Send a reminder to the board asking for each of their monthly board reports one week prior to the next board meeting. Combine all board reports into one report and submit it to all board members at least two days prior to board meeting.

OTHER ACTIVITIES:

Prepare a sign in sheet with all board members names listed. This sign in sheet will be used at each board meeting to document who attended

When: beginning of your term

TITLE: SHRM AFFILIATE PROGRAM FOR EXCELLENCE (SHAPE) CHAIR

JOB DESCRIPTION

MAJOR ACTIVITY: Monitor Chapter Activities and SHAPE Requirements Timeline prompting action when needed to meet minimum requirements for the STAR award, maximum preferred (SUPERSTAR).

Responsible To:

The members of the chapter

The chapter president

SHRM National SHAPE Reporting

Frequency: Monthly.

Responsibilities:

6. Read and become familiar with the SHAPE Planning Worksheet and Workbook for the current year. It is advisable to participate in the SHAPE Overview on-line recorded webinar.
7. Using the SHAPE Planning Worksheet and the Monthly Chapter Activities list to ensure all SHAPE requirements are performed through-out the year.
8. Prompt/remind President to perform and schedule events to complete requirements throughout the year.

9. Track completed requirements throughout the year.

10. Complete the SHAPE Year-end Requirements reporting or see to it that they are completed timely and in accordance with deadlines set in the SHAPE Workbook.

BOARD MEETING

1. The SHAPE Chair is highly encouraged to attend/participate in the monthly board meetings but is required to attend only the quarterly Board meeting.

2. Attend Quarterly Board meetings.

3. Provide/submit a monthly board report to the Secretary one week in advance of all board meetings.

Resources Available:

- SHRM supplies the following resources for chapter certification chairs
 - Chapter Best Practices
 - Fundamentals of Chapter Operations
 - And MUCH MORE...available online at <http://www.shrm.org/Communities/VolunteerResources/ResourcesforChapters/Pages/SHAPE.aspx>
 - SHAPE Planning Worksheet
 - SHAPE Workbook
 - SHAPE Overview recorded webinar
 - Much more . . .

TITLE: CHAIRPERSON, SHRM EXECUTIVE HUMAN RESOURCE (HR) PROFESSIONALS COMMITTEE

ORGANIZATION: Society for Human Resource Management (SHRM)-Memphis

COMMITTEE PURPOSE: Facilitate the exchange of ideas and information with executive level HR professionals who are responsible for the strategic direction of their organizations.

MAJOR ACTIVITIES: Coordinate activities of Executive HR Professionals Committee, including quarterly meetings, communications, and executive professionals' participation.

FREQUENCY: Four quarterly executive roundtable meetings. Committee meetings/conference calls on an as-needed basis.

TASKS

Quarterly Executive HR Professionals Roundtable Meetings:

- Review criteria for participation with the committee and/or Board on an as-needed basis. Current criteria: HR professionals at the highest level within their organizations. SHRM membership is not a requirement, as the focus is on including representatives from a cross-section of organizations within the Memphis/Shelby County area. (Based on a prior assessment, most participants are members or supervise staffs who are members.) The following are invited to attend the roundtable meetings: Executive HR Professionals Committee, executive HR professionals, the current President, and past Presidents. Vendors, consultants, and the like are excluded unless they fall into one of the listed categories.

- Review the meeting forum (e.g. roundtable and facilitator concept) with the committee and/or participants on an as-needed basis.

- Meet with the committee on an annual basis (e.g. November or December) to determine dates of quarterly roundtable meetings for the upcoming year and to consider potential topics. Dates for the roundtable meetings normally occur on the first Thursday of the quarter (i.e. January, April, August, and November) unless a calendar change is required. The meetings are held at the Crescent Club from 7:00 to 9:00 a.m.

- Determine meeting topics with the committee and/or roundtable participants.

- Reserve a room at the Crescent Club several weeks in advance of quarterly meetings to ensure that an appropriate room is reserved. Note: The committee member who is responsible for the club membership has normally coordinated communications with the club, including scheduling (e.g. room, equipment) and billing.

- Establish equipment needs for each meeting (e.g. screen, podium, and projector) and contact the Crescent Club if there is a need to rent equipment.

- Inform the Crescent Club of the number of participants in a timeframe based on the Club's requirements.

- E-Mail invitations to participants on Tuesday, two weeks prior to the breakfast meetings. Communicate the deadline for RSVPs (Thursday of the week prior to the breakfast) in the invitation. E-mail personal reminders before the RSVPs are due to those who have not responded as a means of increasing participation. Use the Bcc field for participants' names for confidentiality purposes.

- Coordinate the agenda with the committee and on an individual basis with the facilitator, as needed.
- Bring nametags and pens to the breakfast meetings.
- Prepare a brief introduction for each roundtable that includes SHRM-Memphis' role, the President or designee (request his/her comments), committee (including facilitator), and participants (ask participants to introduce themselves and note if a past president). The facilitator provides an overview of the topic and facilitates the roundtable discussions.
- Follow-up roundtable meetings by e-mailing slides of presentations and/or other information, as appropriate.

Other:

11. Prepare an annual budget based on the costs associated with quarterly breakfast meetings (e.g. meals, gratuities, taxes) and any other anticipated costs.

- Maintain an Excel spreadsheet with each participant's contact information that includes name, organization, title, address, telephone number, cell number, and e-mail address.

E-mail list to participants as revisions are made, including the addition of participants to the list. Inform new participants of the purpose of the list (i.e. to facilitate networking with other committee members) and the need to maintain confidentiality of names, e-mail addresses. Periodically communicate this need for confidentiality to all participants.

- Request feedback from participants at meetings on an as-needed basis. Encourage informal input (e.g. e-mails) on an ongoing basis.
- Contact potential participants as identified and agreed upon by the Committee.

- Copy the President of SHRM-Memphis on e-mails to ensure that he/she receives Committee updates and other information. Review preferences with the current President.

- Facilitate information sharing among participants, as needed.

- Attend Board meetings and provide reports for all meetings.

SHRM- MEMPHIS TREASURER

JOB DESCRIPTION

(NOTE ROLE HAS BEEN MODIFIED DUE TO THE ROLE OF THE ADMINISTRATIVE MANAGER)

A. BUDGET PREPARATION – October/November of year prior to office (5+ hrs.)

1. Review/evaluate budget from previous year.
2. Work with board to develop the coming year's operating budget, including asking for budget requests and feedback on use of funds.
3. Discuss with President and compile budget projections
4. Present budget to board for vote and approval

B. BUDGET TRACKING – Monthly (3-5 hrs. /mo.)

1. Track expenses and income on a monthly basis and investigate discrepancies.
2. Reconcile monthly SunTrust statements with QuickBooks program.
3. Balance account tracking with income/expenses
4. Track monthly expenses on budget spreadsheet – comparing YTD balances v. budget

C. PAYPAL – Ongoing (1+ hrs. /mo.)

1. Handle PayPal user issues and troubleshoot system problems as needed
2. Monitor PayPal transactions and deal with returned transactions/disputes, etc.
3. Download monthly transaction spreadsheets to use for monthly budget tracking process

D. MONTHLY MEMBERSHIP MEETING PREPARTION - Monthly (1 hr. /mo.)

1. Download meeting registration list and PayPal meeting payment list and cross reference.
2. Call/email everyone who paid but are not showing on the list or people who show on registration
list with no corresponding payment. Investigate discrepancies and contact PayPal as needed.
3. Issue refunds or request payments as applicable
4. Cross reference payment list to the membership check list (Ted sends this). Mark who needs to
pay more or receive refund based on membership check list.
5. Deliver list to Membership for monthly program

F. MEETING DASHBOARD – Monthly (1 hr. /mo.)

1. Reconcile meeting attendance lists to determine the following: attendance, no-show, and free
attendance ratios. Include all expenses related to respective meeting and report on profit/loss per
meeting.
2. Report to board monthly and identify trends.

G. TAXES – April (5 hrs.)

1. Gather/compile info needed for taxes.
2. Meet with Buddy Dear man of Dixon & Hughes to go over tax documents.
3. Pay Dixon & Hughes for tax preparation.

H. INSURANCE – Ongoing (2 hrs.)

1. Renew policies as applicable.
2. Stay up to date with changes to policies and discuss pertinent matters with board

I. PAYMENTS/INVOICES – Ongoing (1+ hrs. /mo.)

1. Reimburse, pay, invoice, and deposit money as needed.
2. Invoice speakers or others as needed.

J. OTHER MISC. DUTIES (1+ hrs. /mo.)

1. Stay abreast of sponsorship income and deal with related issues.
2. Pay state council dues and support national foundation as requested.

SHRM- VENDOR RELATIONS

JOB DESCRIPTION

Major Activity: Attract and organize sponsorships of monthly programs

Difficulty Level- Monkey could do it

Frequency: Generally 10-12 programs per calendar year

Tasks:

- Organize a Sponsor Rollout for the following calendar year
 - o When: as early as possible
 - o Identify sponsor candidates & distribute information to them- through past sponsors, email marketing, sponsor requests, monthly meetings, orientations, other vendor contacts
 - o Schedule Sponsors on first come first serve basis

- Collect Required Sponsorship Applications- Check for Accuracy & Gain Board Approval
 - o When: as applications come in on a first come first serve basis
 - o Congratulate them on their decision to sponsor and express your excitement to work with them

- Update Programs Committee and Hospitality chair as Sponsor Schedule is Approved with Sponsorship Information, special requests, names of complimentary attendees
 - o When: As soon as approved

- Work with sponsor and on program arrangements, door prize drawings etc.
 - o When: leading up to program

- Congratulate them on their decision to sponsor and express your excitement to work with them
- Send jpg. logos to the President, Website and Programs committees for use update rolling PowerPoint, online program description and email blasts
 - When: prior to program
- Make sure Sponsor Information Appears Correctly on Website etc.
 - When: as soon as posted
 - Call the Sponsor to ask them to view the materials etc.
 - Congratulate them on their decision to sponsor and express your excitement to work with them
- Liaison with Sponsor one week prior to confirm details and give them pointers on the program
 - Be Brief and End with a call to action
 - Be Welcoming and join us as the host of the event
 - Bring at least 100 information flyers to place on chairs- Attendance Averages may Vary- They will want to know a number- do your best to find out, but tell them to bring more than you think will be there
 - Congratulate them on their decision to sponsor and express your excitement to work with them

Program Day Tasks

- Arrive Early to Check on Sponsor setup
- Help the Sponsor Place Materials
- Check to see if they have a drawing bowl as well as their Door Prize- if no bowl is present then obtain one from the facility- if no door prize kick them out,(just kidding), ask them what it will be then announce it for them
- Thank all representatives of the sponsorship party
- Walk them through the room and talk about how the program will run
- Identify the sponsor speaker & Remind them of the time allotted
- When appropriate introduce the sponsor to the speaker for the day, the president of the Chapter, any other Board Members, friends
- Prepare & Review opening Remarks to Introduce the Sponsor
- Identify and take Drawing Bowl the just before the intro. for the sponsor

- Introduce the Sponsor
 - Mention at the end of the remarks the door prize- Ask the tables to collect any business cards for the drawing and give them to one person at the table quietly walk around and pick them up as the sponsor speaks and get out of the way quickly
 - Prompt Applause as Sponsor delegate approaches the stage
 - Allow them to speak for 3-5 Minutes- Draw closer if they are going long- “like Sylvester sneaking up on Tweedy Bird”
 - Thank them again
 - At the end of the meeting bring them back up and do the door prize drawing- lots of applause
 - Send out a call to any potential sponsors in the room to see you after the meeting
- Write and Mail a Thank you Card to each sponsor representative that was present noting their remarks, complementing them on their product, thanking them for their support of SHRM Memphis
 - When- Same Day if Possible if not the next day at the latest
 - Provide Sponsor Report to Board
 - When: Subsequent Board report

Attend Board meetings and provide a monthly Board report to the Secretary

TITLE: VP COMMUNICATIONS

JOB DESCRIPTION

NOTE: Website manual is to be used with position. See attachment.

1. Tracking/monitoring utilization of website (provide monthly metrics regarding frequency of postings, website traffic, etc.)
2. Log onto the Web Hosting Control System to view and print website metrics:
<http://helm.hostek.com/interfaces/standard/default.asp?setThemeColour=XP>
3. Enter dates for report and export file in .PDF format.
4. Identify ways to improve/enhance website and job postings, including utilization to generate more revenue
5. Work with web services vendor, TVII Media (i.e., current host vendor) to identify issues and resolve problems
6. Train and/or assist fellow board members on how to post information onto the website
7. Set up and delimit User Access to Site (Administrators, Users, Résumés) as needed
8. Add additional content or edit content for the Board, if necessary.

Each month you must create the monthly meeting announcement that is sent to the SHRM Memphis members. This announcement is sent via email through Constant Contact (see log in information below). Prior to sending the email you will have to download the roster, which you will receive from the Roster Chair. To create your announcement, you may use past emails and edit the information. The VP Programs is responsible for giving you the speaker information. Most of the time you can pull this information off our website and paste it into the announcement

When: Each month, create announcement and download roster as soon as you receive it; the announcement should be sent 2 weeks prior to the meeting, then 2 reminder announcements should be sent 1 week prior to the meeting

Constant Contact

www.constantcontact.com

Log in:

Password:

Attend Board meetings; provide monthly reports to the Secretary.

TITLE: VICE PRESIDENT OF HOSPITALITY

MAJOR ACTIVITY: Plan and organize food and facilities for monthly SHRM meetings.

FREQUENCY: 10 monthly meetings and 2-4 social functions per calendar year

TASKS

12. At the President's request, prepare a Hospitality budget for the year, based on these assumptions (Note: these assumptions may change per President):

- 1) based on 100 registrants per month (this varies, see the current contract)
 - 2) meal costs include food, 20% gratuity, and tax
 - 3) meal costs averaged \$14.50/breakfast, and \$17/lunch (this may have changed)
 - 4) March meeting: agreed upon \$42 flat fee per person x 100 shared among 3 organizations (this was a special meeting shared by 3 organizations)
 - 5) SHRM buys first drink at Socials (\$7 avg.) and serves heavy hors d'oeuvres (sometimes this is two)
- Secure the facility (this is to be acted upon only if the SHRM-Memphis President wishes to change venues or hold the two socials at another venue).
 - When: at least 4 months prior to the beginning of the new President's term IF the venue is changing.
 - Set dates and times with the facility for monthly meetings.

- When: June - August of the prior year. Dates and times for the monthly meetings occur the third Tuesday of each month, except for Christmas when the monthly meeting occurs the second Tuesday of the month.
- Obtain menus (breakfast, lunch and buffets) from facility. Obtain appetizer menus from facility if planning a social.
- Establish with facility the consistent equipment needs for each meeting; screen, AV cart, podium, stand-by projector, and/or lavalier microphone, and an overflow table of 10.
- Establish a guarantee attendance number for each function. The number used is 80. It is understood that this number will increase as the registration deadline date approaches.
- Negotiate with the facility's Events Planner the deadline date of providing the final attendance numbers. Explain to the Planner that we will be able to provide them with the final numbers as of 12:30 pm, the Friday before the event.
- Two weeks prior to the monthly meeting decide on the menu: Lunch will always have a salad, with 2 types of dressing, an entrée, and 2 types of dessert, ice tea, water, and coffee. Ensure that vegetarian dishes are always available if requested. Keep price of the meal under \$20 per person if possible.
- If it is an early morning meeting, choose a breakfast buffet so the registrants can pick and choose what they like. Ensure the buffet contains: fruit, hot dishes (e.g. scrambled eggs, pancakes), assorted muffins and Danish, maybe a meat item like sausage or country ham. Keep price under \$20-25.
- Once decided, e-mail the menu choices to the Event Planner and ask for confirmation. Event Planner will either fax or e-mail you the Banquet Event Order (BEO) for you to review, sign, and fax back to the Planner.

- Obtain the final number of registrants, guests, speaker, sponsors, etc. are tallied, e-mail the Planner with the final attendance numbers. NOTE: This must be given to the Planner before 1:00/1:30 pm the latest as the Planner meets with the chef at 2:00 pm to plan for the upcoming week events.
- At times, you may receive the final number of registrants from the Membership Committee or the Treasurer. This is a good way to check your attendance numbers along with theirs. Always remember to add on the 2 sponsors, 1 speaker, and any other special guests, unless they do so. If there is a discrepancy that warrants attention, then either calls the Membership Chair or Treasurer to clarify.

DAY OF MEETING

- Arrive ½ hour early to look over the set up. The Planner is usually present and will confer with you for any additional requests.
- Set up registration tables (blank name tags, Last name A-Z signs, ink pens) and SHRM screen display.
- SMILE and greet the guests as they arrive. Shut down registration 15 minutes after Program starts (usually miss the ice breaker, announcements & sponsor).
- Enjoy your lunch/breakfast and meeting.

Attend Board meetings and provide a monthly Board report to the Secretary

TITLE: VICE PRESIDENT, MEMBERSHIP

JOB DESCRIPTION

MAJOR ACTIVITIES: Increase Chapter Membership. Manage Chapter Roster. Handle Monthly Program Registration

TASKS

Log into an Excel file affiliation requests that come via email from the website. Send a welcome email to each new member encouraging their participation in chapter events, etc.

When: Within one to two business days of receiving the email notification.

Send Excel file with Name, National Membership Number and Email Address to SHRM National representative and to the VP-Roster. Also log the total number affiliated for the month on historical record Excel file and make a report to the board.

When: On or about the last business day of each month.

Each month, some of the names submitted to SHRM National for affiliation will not be accepted because the member is already a member of another chapter. You should contact that member and send them the “SHRM Primary Chapter Designation Form” and return it to you. This form will then be forwarded to SHRM-National so the member can be added to our chapter roster.

When: Monthly upon notification from SHRM-National.

Also, some of the names submitted to SHRM National for affiliation will not be accepted because the member is classified as a Student Member. You should send that individual an email explaining this and invite their continued participation as a student. Must inform the VP Roster of their student status.

When: Monthly upon notification from SHRM-National.

Review Chapter meeting reservations on website to determine chapter membership status and submit to VP- Hospitality and Treasurer. This is our opportunity to affiliate any at-large members in attendance.

When: No later than the Monday before each chapter meeting.

Conduct one-hour New Member Orientation before the chapter socials. An email invitation should be sent to each new member affiliated since the last orientation asking them to RSVP.

When: Normally twice per year.

Audit the Chapter Roster and SHRM-National's Membership Directory for our chapter (these are not always the same) to find expiring / expired members and remind them to renew their membership with SHRM National and then follow up to be sure they are again affiliated with the chapter.

When: As often as time permits. It would be ideal if this could be done each month.

Recruit At-large members through SHRM National E-blasts. You must complete SHRM-National's online form here: <http://www.shrm.org/chapters/100chapterrequest.asp>. At least one event per year is to be specifically promoted to at-large members.

When: As a 100% chapter, we are allowed two e-blasts per calendar quarter and have attempted to use one per quarter.

Recruit At-large members through direct mass mailings. SHRM National can provide an Excel file that can be audited to remove members not living in our area and then create address labels. Must complete their form "Chapter Request for Authorization to Use SHRM Member Lists" to receive this file. Can be found here: <http://www.shrm.org/chapters/resources/MemberListAuthorizationForm.doc>

When: Have done one per year.

Participate in Tennessee State Council Membership Conference Calls to share ideas from other Chapter Membership Directors across the state.

When: Normally every two months as scheduled by State Membership Director.

Participate in SHRM National's Regional Membership Conference Calls.

When: As scheduled by Shelly Trent.

Participate in SHRM National's Membership Director Webcasts.

When: As scheduled by SHRM-National.

A great place of information is SHRM's Volunteer Leaders' Resource Center (VLRC) with specific information for membership directors here: <http://www.shrm.org/chapters/resources/clas.asp#member>.

Roster SHRM-Memphis Board Process Description

Major Activity: Update the roster for new members and update email addresses.

Frequency: Monthly (as close as possible to the beginning of the month)

1. Request via email SHRM-Memphis membership roster from SHRM-National the first week of every month.
2. SHRM-National's (temporary) contact is Tammy Finnell at tfinnell@shrm.org.
3. Upon receipt of the roster save on your drive and indicate "confidential Do Not Share" on the bottom tab.
4. Reformat roster to include a pink column for changes in email addresses
5. Add a count column in column for the entire roster (edit, fill, series, ok)
6. Verify that the new members affiliating through a list sent via email by the membership chair are on the current roster. (Control F - to find last names).
7. Add the names of the new members sent by the membership chair that are not on the roster to the end of the roster.
8. Indicate on the roster that these members have been added by the membership chair manual affiliation and contacts.
9. This number (List from national with the unduplicated list from membership) is your final membership number that will be reported to the officers and your monthly report.
10. The Roster Chair will also keep a 'rolling/ongoing' unofficial roster of our total 'Student Membership'.
11. The Student members are also sent by the Membership chair.
12. Add the student members (including any additions from the membership chair) in a separated section at the end of the roster.
13. After the roster members names have been verified and updated and the file formatted, the roster chair will attempt to contact any members without email addresses or incorrect email addresses.
14. The last known office phone and/or fax numbers are often listed on the roster.
15. If able to contact, instruct members if possible to contact SHRM-National to permanently update the email addresses and any relevant contact information. Note: this may be very difficult to achieve and rather time consuming. Most members have changed jobs and numbers are no longer accurate.
16. Email final roster to President, Secretary, Membership and Treasurer.

MONTHLY MEMBERSHIP MEETING - DAY OF RESPONSIBILITIES (3+ hrs. /month)

1. Arrive to meeting 45 minutes early to begin registration.
2. Check in attendees and collect/issue refunds as needed.

TITLE: WORKFORCE READINESS/COMMUNITY RELATIONS OUTREACH (WR/CR) CHAIR

JOB DESCRIPTION

Major Activity: To disseminate SHRM WR/CR information to chapter leadership, lead by example in valuing/managing WR, communicate and educate chapter membership on WR issues and learning, establish/execute WR/CR goals, support chapter WR/CR programs and events, share efforts with other volunteers.

Frequency: Continuous and varies.

Responsibilities:

- Establish goals for chapter annually, by evaluating issues which impact WR/CR, seeking information and programs to maximize WR/CR capability with regards to new entrants to the workforce, incumbent workers, transitioning workers and re-entrants to the workforce.
- Serves as advocate for workforce readiness at chapter board and professional meetings while coordinating and reporting on programs and other chapter activities on workforce readiness.
- Works with the SHRM staff liaison on workforce readiness issues.
- Develops and supports workshops and seminars which address workforce readiness initiatives and issues.
- Provides special recognition for chapter members and local programs that provide betterment of the workforce.

- Responds to any other requirements of the SHRM staff liaison for workforce readiness.

2008 WR/CR Goals:

Continue partnership with Dress for Success (DFS) Memphis' Career Center and Professional Women's Group (PWG)

Start a second partnership with high school or college aged young adults

Tasks:

- Provide a Speaker's Bureau for Human Resource related topics in the areas of resume writing, interviewing, written and unwritten rules of the workplace, dress codes, employment law, financial management, healthy lifestyles, mentoring and more. Completed through networking and cold calls to SHRM Memphis Chapter members for non-profit organizations, like DFS, Boys & Girls Club, Bridges and SEEDCO.
- Provide a conduit for SHRM Memphis members to offer supplies and furniture for the DFS Career Center by placing request for such at annual fundraisers, in monthly meeting slide shows, in president's letters and announcements at monthly meetings.
- Develop a Curriculum that coincides with the DFS Steps to Success Guide that lead to a PWG Certification, ongoing. Solicit a team of SHRM members to study the guide and develop a monthly curriculum to be presented over a certain period of time that issues a certification upon successful completion of the curriculum.