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## ***Job Description***

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Board Position: Chapter President  
Length of Term: One Year  
Revision Date: March 2024

### **Position Summary**

The Chapter President provides leadership to the local chapter consistent with state, regional, and SHRM policy, strategies and objectives. The Chapter President operates the chapter so that the needs of the members are met. The Chapter President performs other duties as required by the local chapter's bylaws and serves as a voting member of the state council.

### **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.
- Handle all SHRM National required reporting and award applications on behalf of the chapter.
- Oversee all nominations, elections, and board installation dues for the chapter's Board of Directors.
- Review and update, as needed, the current job/position descriptions of the board members.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Read and follow all Chapter Bylaws.
- Develop future leader to fill role as part of the succession planning.
- Represent the chapter in the human resources community.

- Assist with all aspects of event management duties.
- Attend 10 out of 12 monthly membership and board meetings.

### **Qualifications**

- Member of SHRM National
- Designated member of the Hampton Roads Chapter
- Proactive and responsive
- Highly organized
- Comprehend the SHRM body of knowledge
- PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP designation preferred

### **Responsible To**

- Chapter Members
- State Council Director