



Job Description

Board Position: Director at Large
Length of Term: Two Years
Revision Date: March 2024

Position Summary

The director at large serves in a support capacity to the executive board of directors by fulfilling the duties of leadership director or committee chair. The director at large serves a two-year term.

Responsibilities

- Provide leadership and assistance to the board on bylaws, proposed agendas, strategic plans, and membership related issues.
- Fulfill the role of at least one position as a leadership director or committee chair.
- Act as a liaison between membership, the community, and the board.
- Supports other board members or committees with special projects as requested.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Respond to inquiries from board in a timely manner to ensure progress of all chapter goals and strategies.
- Read and follow all Chapter Bylaws.
- 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
- Chapter President