



Job Description

Board Position: Director of SHRM Foundation
Length of Term: Two Years
Revision Date: March 2024

Position Summary

The Director of SHRM Foundation is responsible to educate, promote, and represent the interest of the SHRM Foundation and its activities for membership. The Director of SHRM Foundation serves a two-year term.

Responsibilities

- Educate the chapter membership regarding the existence, purpose and activates of the SHRM Foundation.
- Encourage the chapter membership to contribute financially to the SHRM Foundation and show support of the HR profession.
- Increase the chapter membership annual contribution to the SHRM Foundation.
- Advise and update the chapter membership of the SHRM Foundation's activities and fundraising needs.
- Manage committee and ensure effective execution of strategies.
- Offer leadership and guidance where necessary for committee to ensure membership goals are being met.
- Work with the board to communicate engagement opportunities throughout chapter membership.
- Respond to inquiries from board in a timely manner to ensure progress of all chapter goals and strategies.
- Participate in the SHRM Foundation Core Leadership Area conference calls and webcasts.
- Complete special projects upon request.
- 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.
- 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