



TABLE OF CONTENTS

PRESIDENT.....	2
WORKFORCE READINESS	4
VICE PRESIDENT OF PROGRAMS	6
SUPPORT DIRECTOR PROGRAMS.....	8
SECRETARY	10
TREASURER.....	12
SUPPORT DIRECTOR TREASURER	13
VICE PRESIDENT OF MEMBERSHIP/ CLA MEMBERSHIP	14
SUPPORT DIRECTOR MEMBERSHIP	16
SHRM FOUNDATION CLA.....	18
WORKFORCE READINESS CLA	20
WORKFORCE READINESS CO-DIRECTOR	22
WEBMASTER.....	24
SUPPORT DIRECTOR WEB MASTER.....	26
DIVERSITY CLA	28
LEGISLATIVE AFFAIRS CLA	29
NEWSLETTER AND COMMUNICATIONS DIRECTOR	31



PRESIDENT

Position Summary:

This role provides 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. Performs other duties as required by the chapter's bylaws, and serves as a voting member of the state council.

Responsible To:

- The members of the chapter
- The state council director

Responsibilities:

- Conducts the business of the chapter in accordance with the chapter bylaws and serve as chairperson of the chapter's board of directors.
- Presides over the activities of all officers and directors, as well as standing committees, to ensure the accomplishment of chapter goals, objectives, and strategies.
- Monitors the use, accounting, and handling of the chapter funds.
- Chairs all meetings of chapter officers and members.
- Participates in/leads the development and implementation of short-term and long-term strategic planning for the chapter.
- Represents the chapter in the human resources community.
- Attends a minimum of 50% of the state council meetings and actively participates in state council matters. Provides information to the state council as an elected representative of the chapter. Appoints proxy to attend state council meetings when unable to attend.
- Maintains communication with the state council director and the SHRM Regional Team.
- Communicates state, regional and/or SHRM's goals, policies, and programs to chapter members. Represents the state council to local chapter leaders and the membership.
- Attends board meetings and chapter monthly meetings and satisfies attendance requirements per Chapter By-Laws and Constitution.

Requirements:

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

Resources Available:

- SHRM supplies the following resources for chapter presidents
- SHRM Chapter Achievement Plan (CAP)
- Chapter Best Practices
- Chapter Position Descriptions



- SHRM Guide to Chapter Financial Management
- SHRM-Approved Graphics
- SHRM Graphics Standards Manual for Affiliates
- SHRM Leaders Guide
- SHRM Strategic Planning Toolkit
- Succession Planning for Your Chapter Board of Directors
- And MUCH MORE...available online at www.shrm.org/vlrc



WORKFORCE READINESS

Position Summary:

This role involves advocating for workforce readiness, coordinating local initiatives, and serving as a key resource for chapter members on workforce development issues. The position includes partnering with local schools, identifying workforce readiness needs, and facilitating monthly programs on workforce development.

Responsible to:

- The Members of the Chapter
- The Chapter President
- State Council Workforce Readiness Director

Responsibilities:

- Monitors and evaluates on a continuing basis local activities concerning workforce readiness.
- Plans and encourages chapter involvement and activities affecting the workforce arena.
- Serves as advocate and program coordinator for workforce readiness activities.
- Partner with local schools to share information.
- Prepare/conduct a program concerning workforce development issues at a regular monthly chapter meeting, to be coordinated with the chapter Program Chair.
- Identifies and assesses the workforce readiness needs of the Montgomery SHRM membership.
- Works in cooperation with state-level workforce readiness and advocates.
- Serves as a resource and contact for chapter members on workforce readiness issues.
- Coordinates and interacts with Workforce Development Committee on workforce readiness issues.
- Represent the chapter in the Human Resources community.
- Attend all monthly membership and Board of Directors meetings.

Resources Available:



PRESIDENT-ELECT

Position Summary:

This role assists the president in overseeing all the activities of the chapter. In the absence of the president, performs all the presidential responsibilities. Secures a minimum of one sponsor for a chapter meeting or event.

Responsible To:

- The members of the chapter
- The chapter president

Responsibilities:

- Performs all special projects as assigned by the president.
- Upon request, assists all officers in performing their responsibilities.
- Attends board meetings and chapter monthly meetings and satisfy attendance requirements per Chapter By-Laws and Constitution.
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represents the chapter in the human resources community.

Resources Available:

- SHRM supplies the following resources for chapter vice-presidents or presidents-elect
- SHRM Chapter Achievement Plan (CAP)
- Chapter Best Practices
- Chapter Position Descriptions
- SHRM Guide to Chapter Financial Management
- SHRM-Approved Graphics for Chapters
- SHRM Graphics Standards Manual for Affiliates
- SHRM Leaders Guide
- SHRM Strategic Planning Toolkit
- And MUCH MORE...available online at www.shrm.org/vlrc



VICE PRESIDENT OF PROGRAMS

Position Summary:

This role assists the president in overseeing all activities of the chapter. Manages the development and provision of programs, workshops, seminars, and other services provided by the chapter. Coordinates and schedules quality programs and speakers and ensures facility, equipment, certification, reservation details are secured through the Support Director Programs. Coordinates equipment (including all technology) required for monthly meetings. Secures a minimum of one sponsor for a chapter meeting or event.

Responsible To:

- The members of the chapter
- The chapter president

Responsibilities:

- Facilitates programs for the current year via recommendations from the Program Committee, President, Board, and chapter membership.
- Selects topics and recommends to Board of Directors.
- Contacts, solicits, and schedules speakers who possess the necessary qualifications to present human resource topics as pertinent to the membership.
- Reads HR Certification Institute guidelines and specifics for certification and communicates information to speakers and communicates with Support Director Programs.
- Obtains bios and presentations a minimum of six weeks prior to the meeting and delivers it to the Support Director Programs for application of certification credit.
- Applies for PHR/SPHR certification credit for each eligible meeting no later than six weeks prior to the event. Communicates program certification numbers to the Newsletter Chair, Support Director Programs, and President.
- Responsible for communicating and ensuring all program details are secured with Support Director and all other parties/items involved (facility, speaker, equipment, etc.). Obtains information from Support Director Program to combine facility and meeting details in the programs spreadsheet.
- Maintains program spreadsheet and communicates program information to Board of Directors and provides written communications to the Newsletter Chair and Website Chair/Support Director describing the monthly programs, including accurate topics, speaker's name, title, company and qualifications. Welcome the speaker, introduce to members through mingling, sit with and provide assistance to the speaker on the evening of the event.
- Follows up by sending a 'thank you' card to the speaker.
- Keeps abreast of developments in the human resources field in order to provide timely programs and services.

Revised December 2010



- Attends board meetings and chapter monthly meetings and satisfies attendance requirements per Chapter By-Laws and Constitution.
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represents the chapter in the human resources community.
- Participates in the advancement of the SHRM Montgomery Chapter by serving on a SHRM Montgomery committee or volunteering for SHRM community project.
- Recruits two chapter meeting or website sponsors.
- Recruits two new or prior non-renewed memberships.
- Completes other assignments as requested by the president or the board of directors.

Resources Available:

- SHRM supplies the following resources for chapter vice-presidents of programs and services
- Chapter Best Practices
- Chapter Position Descriptions
- SHRM Leaders Guide
- And MUCH MORE...available online at www.shrm.org/vlrc



SUPPORT DIRECTOR PROGRAMS

Position Summary:

This role assists the VP of Programs in program development and coordination. Oversees the facility, reservation, and equipment details. Coordinates and schedules quality locations, negotiation terms/prices, and maintains good relations with the local facility coordinators. Secures a minimum of one sponsor for a chapter meeting or event.

Responsible To:

- The members of the chapter
- The programs chair
- The chapter president

Responsibilities:

- Assists VP of Programs for the current year with programs through facility arrangements, reservation coordination, and secure equipment for speaker.
- Schedules locations and selects menu for monthly meetings.
- Contacts, secures dinner details (menu, time served, count, etc.), room arrangements/cost, negotiates price and communicates with the facility coordinators. Reviews any prior/minimum agreements with the Board of Directors prior to commitment.
- Receives member reservations and processes the sign-in sheet for each meeting.
- Modifies the spreadsheet to include the following:
 - Payment Received: Cash/ Check#
 - Payment Method: Pay at Door/ Credit Card (verify through PayPal that payment has actually been received)
 - Indicate the appropriate Meal and Guest fees.
 - Highlight those who are guests.
 - Verify that guests are not indicated as members.
- Email/delivers reservation list to the VP Membership/ Support Director Membership for the sign-in table at the meeting no later than one day prior/or morning of the meeting. Communicates with the Support Director Membership about number attending, guest confirmation, guest fees for collection, and membership confirmation.
- Reads the HR Certification Institute guidelines to ensure program is in compliance with the certification institute and communicates to the board, facility, and all others involved. Ensures meeting is conducted properly/timely especially when certification credit has been awarded.
- Keeps speaker on track so meeting can be concluded appropriately.
- Communicates program information to Board of Directors and to VP of Programs specifically meeting location, times, dates, menu, equipment available and needed, and any other facility details.



- Periodically checks website to ensure program information is updated and accurate; check links pertaining to programs to ensure working properly.
- Keeps abreast of developments in the human resources field in order to provide timely programs and services.
- Attends board meetings and chapter monthly meetings and satisfies attendance requirements per Chapter By-Laws and Constitution.
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represents the chapter in the human resources community.
- Participates in the advancement of the SHRM Montgomery Chapter by serving on a SHRM Montgomery committee or volunteering for SHRM community project.
- Recruits two chapter meeting or website sponsors.
- Recruits two new or prior non-renewed memberships.
- Completes other assignments as requested by the president or the board of directors.

Resources Available:

- SHRM supplies the following resources for chapter vice-presidents of programs and services
 - Chapter Best Practices
 - Chapter Position Descriptions
 - SHRM Leaders Guide
 - And MUCH MORE...available online at www.shrm.org/vlrc



SECRETARY

Position Summary:

This role takes minutes of chapter meetings and provides general correspondence. Maintains chapter records and history. Secures a minimum of one sponsor for a chapter meeting or event.

Responsible To:

- The members of the chapter
- The chapter president

Responsibilities:

- Maintains a record of attendance for board meetings and prepares the minutes. Maintains a record of board members' attendance at regular chapter membership meetings.
- Partners with VP of Membership/ Support Director Membership for chapter meeting attendance.
- Distributes to the board members all board meeting minutes and direct posting of meeting minutes (via website) for distribution to membership. This information should also be sent to the district director, the state director, and SHRM Regional Team.
- Provides webmaster with approved board meeting minutes following each board meeting.
- Where applicable, maintains and updates a chapter library (books and references).
- Maintains a permanent record of:
 - Chapter constitution and bylaws and dated copies of each amendment to those bylaws.
 - A list of current officers, committee members, and general membership.
 - Copies of all chapter publications.
 - Approved and signed minutes of all board of directors and membership meetings.
 - Legal documents such as IRS Letters of Determination, Articles of Incorporation
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represents the chapter in the human resources community.
- Attends board meetings and chapter monthly meetings and satisfy attendance requirements per Chapter By-Laws and Constitution.

Resources Available:

- SHRM supplies the following resources for chapter secretaries
 - Chapter Position Descriptions
 - Guide to Maintaining Your Chapter's History
 - Secretary's Guide to Taking Minutes



- SHRM Leaders Guide
- And MUCH MORE...available online at www.shrm.org/vlrc



TREASURER

Position Summary:

This role acts as financial officer and advisor to chapter board of directors. Coordinates with VP of Membership and WebMaster to ensure that dues notices and other invoices are sent to members. Files appropriate forms and information with IRS. Secures a minimum of one sponsor for a chapter meeting or event.

Responsible To:

- The members of the chapter
- The chapter president

Responsibilities:

- Fulfills the role of financial officer and advisor.
- Assesses the financial implications of proposed actions by the board of directors and informs the committee prior to final decisions being made. Also, the treasurer must observe the financial direction of the chapter, recognize possible financial problems, and bring such problems to the attention of the board of directors for action.
- Receives, holds, and safeguards in the capacity of trustee and financial agent, all funds for the chapter.
- Disburses such funds only for normal and usual uses unless the chapter's board of directors shall otherwise direct.
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represents the chapter in the human resources community.
- Attends board meetings and chapter monthly meetings and satisfies attendance requirements per Chapter By-Laws and Constitution.

Resources Available:

- SHRM supplies the following resources for chapter treasurers
 - Chapter Position Descriptions
 - SHRM Guide to Chapter Financial Management
 - SHRM Leaders Guide
 - Treasurer's Quick Guide
 - And MUCH MORE...available online at www.shrm.org/vlrc



SUPPORT DIRECTOR TREASURER

Position Summary:

This role acts as assistant financial officer and advisor to chapter board of directors. Handles receipt of and correspondence regarding payments made via PayPal. Sends PayPal dues notices and other invoices to members for dues, renewals, no-shows, etc. Sends invoices for guest fees. Secures a minimum of one sponsor for a chapter meeting or event.

Responsible To:

- Treasurer and Vice President of Membership
- The members of the chapter
- The chapter president

Responsibilities:

- Fulfills the role of assistant financial officer and advisor; and financial officer for PayPal payments.
- Takes part in discussion and action on all business of the chapter. Assesses the financial implications of proposed actions by the board of directors and informs the committee prior to final decisions being made. Also, observes the financial direction of the chapter, recognizes possible financial problems, and brings such problems to the attention of the board of directors for action.
- Works with the treasurer to receive, hold, and safeguard in the capacity of trustee and financial agent, all funds for the chapter.
- Disburses such funds only for normal and usual uses unless the chapter's board of directors shall otherwise direct and only in the absence of the treasurer.
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represents the chapter in the human resources community.
- Attends board meetings and chapter monthly meetings and satisfies attendance requirements per Chapter By-Laws and Constitution.

Resources Available:

- SHRM supplies the following resources for chapter treasurers
 - SHRM Guide to Chapter Financial Management
 - SHRM Leaders Guide
 - Treasurer's Quick Guide
 - And MUCH MORE...available online at www.shrm.org/vlrc



VICE PRESIDENT OF MEMBERSHIP/ CLA MEMBERSHIP

Position Summary:

This role maintains the chapter's membership database to produce a print or online annual membership roster/directory and applicable addendums. Maintains WebDirectory. Maintains the chapter mailbox and distributes mail to the appropriate officer, director, or chair. Maintains the chapter's membership relations and oversees recruiting efforts for new members and non-renewed members. Secures a minimum of one sponsor for a chapter meeting or event.

Responsible To:

- The members of the chapter
- The chapter president

Responsibilities:

- Keeps an up-to-date roster of names and addresses of all chapter members.
- Maintains record of membership attendance at general membership meetings to track active participation for purposes of succession planning.
- Directs all the marketing, public relations, and membership drives to reach non-renewed, new members, and potential members.
- Checks mailbox weekly for membership applications and payments.
- Updates the Web Directory appropriately upon receipt of dues for new members as well as renewed members.
- Oversees activities and communications to increase membership in the chapter. Divides calling lists among board members to reach non-renewed members over several years of roster information.
- Calls local businesses not represented in SHRM Montgomery to speak with HR representative and invite to SHRM meeting. Divides up lists for board members to assist in this marketing effort.
- Oversees and obtains database information to report membership count, SHRM National membership count, and percentages of growth/decline to the chapter president.
- Oversees audit of At-large spreadsheet and contacting At-large members to increase local membership.
- Balances chapter's records with national's records to ensure chapter is getting the allotted funds for membership.
- Presents new membership applications at the board meetings for approval. Reviews each application to determine if there are specifics to substantiate qualifications for membership. Calls potential member if more information is needed prior to presenting to the Board of Directors.
- Notifies each applicant in writing or by email of membership status as soon after the Board action is decided. Handles all membership communication. Follows up

Revised December 2010



with a call to welcome members personally.

- Communicates to the Secretary and Newsletter the names and contact information of new members for monthly publication.
- Mails/emails in response to all requests for membership information, attach application, and follow up with a phone call.
- Works the registration table with Support Director Membership at the monthly meetings, collecting money and membership sign-in sheet in order to be updated.
- Directs Welcoming Committee to ensure current, new, and potential members feel welcome at the membership meetings.
- Attends board meetings and chapter monthly meetings and satisfies attendance requirements per Chapter By-Laws and Constitution.
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represents the chapter in the human resources community.
- Participates in the advancement of the SHRM Montgomery Chapter by serving on a SHRM Montgomery committee or volunteering for SHRM community project.
- Recruits one chapter meeting or website sponsor.
- Recruits six new or prior non-renewed memberships.
- Completes other assignments as requested by the president or the board of directors.
- Participates in CLA Conference Calls/ webcasts as announced by SHRM.

Resources Available:

- SHRM supplies the following resources for chapter marketing/public relations directors
 - Chapter Best Practices
 - Chapter Position Descriptions
 - SHRM Leaders Guide
 - And MUCH MORE...available online at www.shrm.org/vlrc



SUPPORT DIRECTOR MEMBERSHIP

Position Summary:

This role directs welcoming committees and maintains name tags for visual contact and relationship building at membership meetings. Assists the vice president of membership in maintaining the chapter's membership relations and recruiting efforts for new members and non-renewed members. Secures a minimum of one sponsor for a chapter meeting or event.

Responsible To:

- The members of the chapter
- The membership chair
- The chapter president

Responsibilities:

- Obtains monthly lists of new members from the membership chair.
- Secures electronic documentation of the prior year's membership roster. Begins revising roster for the current year's membership roster.
- Puts notice in each chapter newsletter that members should contact you to update any changes to their contact information or directions to update on information on website when applicable.
- Checks periodically with members whose email addresses no longer work to obtain their updated information.
- Works with the Web Master to have the directory promptly updated and posted.
- Prepares a name tag for every member for identification at monthly meetings.
- Obtains monthly reservation list from Support Director Programs to collate name tags for each membership meeting and check list for membership/guest accuracy (for collecting at the table). Works the table at the membership meetings, membership sign-in and collect money.
- Periodically reviews the website to ensure member information is neat, presented well, accurate, and links working properly within the website.
- Attends board meetings and chapter monthly meetings and satisfy attendance requirements per Chapter By-Laws and Constitution.
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represents the chapter in the human resources community.
- Participates in the advancement of the SHRM Montgomery Chapter by serving on a SHRM Montgomery committee or volunteering for SHRM community project.
- Recruits one chapter meeting or website sponsor.
- Recruits four new or prior non-renewed memberships.
- Completes other assignments as requested by the president or the board of directors.

Revised December 2010



- Participates in CLA Conference Calls/ webcasts as announced by SHRM.

Resources Available:

- SHRM supplies the following resources for chapter membership roster chairs
 - Chapter Best Practices
 - Chapter Position Descriptions
 - SHRM Leaders Guide
 - And MUCH MORE...available online at www.shrm.org/vlrc



SHRM FOUNDATION CLA

Position Summary:

This role educates, promotes, and represents the interests of the SHRM Foundation and its activities to the chapter membership. Secures a minimum of one sponsor for a chapter meeting or event.

Responsible To:

- The members of the chapter
- The chapter president
- State council SHRM
Foundation Director

Responsibilities:

- Educates the chapter membership regarding the existence, purpose, and ongoing activities of the SHRM Foundation.
- Provides webmaster with timely and updated content for website.
- Encourages the chapter membership to contribute financially to the SHRM Foundation as a show of support for the human resources profession.
- Encourages the chapter membership to support an annual contribution to the SHRM Foundation by the chapter.
- Advises and updates the chapter membership of the SHRM Foundation's activities and fund-raising needs.
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represents the chapter in the human resources community.
- Attends board meetings and chapter monthly meetings and satisfies attendance requirements per Chapter By-Laws and Constitution.
- Participates in CLA Conference Calls/ webcasts as announced by SHRM.

Resources Available:

- SHRM supplies the following resources for chapter SHRM Foundation directors
 - Chapter Position Descriptions
 - SHRM Leaders Guide
 - And MUCH MORE...available online at www.shrm.org/vlrc
- 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](#)



WORKFORCE READINESS CLA

Position Summary:

Plan, monitor, and evaluate local activities concerning workforce readiness issues and plans and encourages chapter involvement and activities impacting the workforce readiness arena. Works in cooperation with state-level workforce readiness advocates. Secures a minimum of one sponsor for a chapter meeting or event.

Responsible To:

- The members of the chapter
- The chapter president
- State council workforce readiness director

Responsibilities:

- Serves as advocate and program coordinator for workforce readiness chapter activities.
- Partners with local schools to share information. Contacts local workforce readiness coordinators within the schools to discuss initiatives.
- Provides webmaster with timely and updated content for website.
- Identifies and evaluates issues that impact workforce readiness and develops goals for chapter workforce readiness strategy.
- Reports on workforce readiness issues to chapter members and serves as advocate at chapter activities for education programs.
- Serves as a resource for chapter members on workforce readiness issues and provides leadership to the chapter on education issues.
- Monitors local activities concerning workforce readiness and provides timely information on education issues to the chapter president and state workforce readiness director.
- Works in close cooperation with state workforce readiness director.
- Develops and supports workshops and seminars that address workforce readiness issues.
- Provides special recognition for chapter members and for local programs that promote betterment of the local workforce through educational process.
- Responds to any other requirements of the chapter president and state workforce readiness director.
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represents the chapter in the human resources community.
- Attends board meetings and chapter monthly meetings and satisfies attendance requirements per Chapter By-Laws and Constitution.
- Participates in CLA Conference Calls/ webcasts as announced by SHRM.



Resources Available:

- SHRM supplies the following resources for chapter workforce readiness advocates
 - Chapter Position Descriptions
 - Workforce Readiness Manual
 - SHRM Leaders Guide
 - And MUCH MORE...available online at www.shrm.org/vlrc



WORKFORCE READINESS CO-DIRECTOR

Position Summary:

This role assists WorkForce Readiness director in planning, monitoring, and evaluating local activities concerning workforce readiness issues and plans and encourages chapter involvement and activities impacting the workforce readiness arena. Works in cooperation with state-level workforce readiness advocates. Secures a minimum of one sponsor for a chapter meeting or event.

Responsible To:

- The members of the chapter
- The chapter president
- State council workforce readiness director

Responsibilities:

- Serves as advocate and program coordinator for workforce readiness chapter activities.
- Partners with local schools to share information. Contacts local workforce readiness coordinators within the schools to discuss initiatives.
- Identifies and evaluates issues that impact workforce readiness and develop goals for chapter workforce readiness strategy.
- Reports on workforce readiness issues to chapter members and serves as advocate at chapter activities for education programs.
- Serves as a resource for chapter members on workforce readiness issues and provides leadership to the chapter on education issues.
- Monitors local activities concerning workforce readiness and provides timely information on education issues to the chapter president and state workforce readiness director.
- Works in close cooperation with state workforce readiness director.
- Develops and supports workshops and seminars that address workforce readiness issues.
- Provides special recognition for chapter members and for local programs that promote betterment of the local workforce through educational process.
- Responds to any other requirements of the chapter president and state workforce readiness director.
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represents the chapter in the human resources community.
- Attends board meetings and chapter monthly meetings and satisfies attendance requirements per Chapter By-Laws and Constitution.
- Participates in CLA Conference Calls/ webcasts as announced by SHRM.



Resources Available:

- SHRM supplies the following resources for chapter workforce readiness advocates
 - Chapter Position Descriptions
 - Workforce Readiness Manual
 - SHRM Leaders Guide
 - And MUCH MORE...available online at www.shrm.org/vlrc



WEBMASTER

Position Summary:

This role creates and/or maintains designated chapter website and oversees the entire website information.

Responsible To:

- The members of the chapter
- The chapter president

Responsibilities:

- Develops and maintains website with primary responsibility for the following areas:
 - Home Page
 - About Us
 - Meetings & Events
 - PHR/SPHR Certification
- Coordinates requested changes with the SHRM Affiliate Website Program
- Explores ways to improve and enhance website and membership communication.
- Communicates with the VP of Membership for roster posting.
- Reviews membership information to make sure formatting is consistent and professional.
- Changes membership password on a yearly basis to maintain privacy, more often if needed.
- Edits webpages, posts PDF files, creates new links for designated areas.
- Test links, reservations, application, and any process with member interaction to ensure functions are working properly.
- Responds to member questions and problems regarding website.
- Communicates with chapter board of directors to make sure all information on the website is current and accurate.
- Creates, as needed, web-based response forms for membership surveys, etc.
- Attends board meetings and chapter monthly meetings and satisfies attendance requirements per Chapter By-Laws and Constitution.
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represents the chapter in the human resources community.
- Participates in the advancement of the SHRM Montgomery Chapter by serving on a SHRM Montgomery committee or volunteering for SHRM community project.
- Recruits one chapter meeting or website sponsor.
- Recruits two new or prior non-renewed memberships.
- Completes other assignments as requested by the president or the board of directors.

Resources Available:

Revised December 2010



- SHRM supplies the following resources for chapter web masters
 - Chapter Best Practices
 - Chapter Position Descriptions
 - Chapter Website Toolkit
 - SHRM-Approved Graphics for Chapters
 - SHRM Graphics Standards Manual for Affiliates
 - SHRM Leaders Guide
 - And MUCH MORE...available online at www.shrm.org/vlrc



SUPPORT DIRECTOR WEB MASTER

Position Summary:

This role assists chair in creating and/or maintaining designated chapter website.

Responsible To:

- The members of the chapter
- The chapter president
- The Web Master Chair

Responsibilities:

- Develops and maintains website with primary responsibility for the following areas:
 - Career Opportunities
 - Receives and communicates with interested parties about local job postings
 - Creates/uploads job postings from employers about available HR positions.
 - Removes postings upon expiration date.
 - Workforce Readiness
 - Newsletters
 - Board Meeting Agendas
 - Board Meeting Minutes
- Assists chair in the following responsibilities:
 - Explores ways to improve and enhance website and membership communication.
 - Communicates with the Membership for roster posting.
 - Reviews membership information to make sure formatting is consistent and professional.
 - Changes membership password on a yearly basis to maintain privacy, more often if needed.
 - Edits web pages, posts PDF files, creates new links for designated areas.
 - Tests links, reservations, application, and any process with member interaction to ensure functions are working properly.
 - Responds to member questions and problems regarding website.
 - Communicates with chapter board of directors to make sure all information on the website is current and accurate.
 - Creates, as needed, web-based response forms for membership surveys, etc.
- Attends board meetings and chapter monthly meetings and satisfies attendance requirements per Chapter By-Laws and Constitution.
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represents the chapter in the human resources community.
- Participates in the advancement of the SHRM Montgomery Chapter by serving

Revised December 2010



on a SHRM Montgomery committee or volunteering for SHRM community project.

- Recruits one chapter meeting or website sponsor.
- Recruits two new or prior non-renewed memberships.
- Completes other assignments as requested by the president or the board of directors.

Resources Available:

- SHRM supplies the following resources for chapter web masters
 - Chapter Best Practices
 - Chapter Position Descriptions
 - Chapter Website Toolkit
 - SHRM-Approved Graphics for Chapters
 - SHRM Graphics Standards Manual for Affiliates
 - SHRM Leaders Guide
 - And MUCH MORE...available online at www.shrm.org/vlrc



DIVERSITY CLA

Position Summary:

This role monitors and evaluates on a continuing basis local activities concerning diversity issues. Spearheads the effort to diversify the chapter's membership/leadership and to publicize successful diversity programs in the local community. Secures a minimum of one sponsor for a chapter meeting or event.

Responsible To:

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

Responsibilities:

- Develops and/or distributes information and materials to chapter members to promote diversity in the workplace.
- Publicizes to chapter members examples of successful diversity efforts being undertaken by chapter members in their particular workplaces.
- Provides webmaster with timely and updated content for website.
- Identifies minorities and other individuals with diverse backgrounds in the local area who might be interested in joining the chapter.
- Identifies 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.
- Networks with other diversity directors from other chapters within the state.
- Coordinates efforts in developing diversity initiatives that can serve as models for other chapters.
- Participates in CLA Conference Calls/ webcasts as announced by SHRM.

Resources Available:

- SHRM supplies the following resources for chapter diversity directors
 - Chapter Position Descriptions
 - SHRM Leaders Guide
 - Tips for Planning a Diversity Meeting
 - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/chaphelp.asp>
- Diversity Toolkit for SHRM Chapters available online at <http://www.shrm.org/diversity/members/toolkit/>
- SHRM Diversity Focus Area at www.shrm.org/diversity



LEGISLATIVE AFFAIRS CLA

Position Summary:

The role monitors and evaluates 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. Presents a legislative report or update to the chapter and inform chapter of SHRM's position on legislation affecting the human resources profession. Secures a minimum of one sponsor for a chapter meeting or event.

Responsible To:

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

Responsibilities:

- Provides a legislative affairs report to members at chapter meetings.
- Maintains contact with state legislators and Member of Congress.
- Monitors state and local government activities and provides timely information on public policy issues to the chapter president, state council legislative affairs director, and the SHRM's Governmental Affairs Department.
- Initiates action in response to legislative alerts under SHRM's HRVoice program after coordination with the state council legislative affairs director or the SHRM's Governmental Affairs Department.
- Works in close cooperation with the state council legislative affairs director and SHRM's Governmental Affairs Department.
- Serves as a program speaker and advocate at chapter activities or other professional meetings.
- Develops and supports workshops and seminars that address public affairs issues.
- Responds to any other requirements of the chapter president and state council legislative affairs director.
- Informs chapter members about HRVoice programs and how to use the letter-writing feature on the SHRM website.
- Promotes within the chapter increased knowledge and activities for influencing legislation.
- Writes legislative updates for chapter newsletter.
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represents the chapter in the human resources community.
- Attends board meetings and chapter monthly meetings and satisfies attendance requirements per Chapter By-Laws and Constitution.
- Participates in CLA Conference Calls/ webcasts as announced by SHRM.



Resources Available:

- SHRM supplies the following resources for chapter diversity directors
 - Chapter Position Descriptions
 - Guide to Contacting Legislators
 - SHRM Leaders Guide
 - Tips for Planning a Legislative Meeting
 - And MUCH MORE...available online at
<http://www.shrm.org/chapters/resources/chaphelp.asp>



NEWSLETTER AND COMMUNICATIONS DIRECTOR

Position Summary:

This role provides timely and comprehensive information to chapter members about programs, workshops, and other matters of interest via chapter newsletter. Prepares monthly announcements for chapter meetings (i.e. slideshow). Secures a minimum of one sponsor for a chapter meeting or event.

Responsible To:

- The members of the chapter
- The chapter president

Responsibilities:

- Recruits assistance from the membership and the Board for articles, survey questions, etc.
- Compiles, edits, designs, and lays out the final copy of the newsletter.
- Establishes a reporting network, plan issues, and write the final copy (or edit copy supplied by others) for each issue.
- Prepares and submits the member spotlight(s) for the chapter's monthly newsletter and to the webmaster.
- Coordinates production of the newsletter and production schedule.
- Ensures timely distribution (via mail or e-mail) of the newsletter to members at least one week in advance of the chapter meeting.
- Provides monthly updates at the board of directors meetings.
- Attends board meetings and chapter monthly meetings and satisfies attendance requirements per Chapter By-Laws and Constitution.
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represents the chapter in the human resources community.
- Participates in the advancement of the SHRM Montgomery Chapter by serving on a SHRM Montgomery committee or volunteering for SHRM community project.
- Recruits one chapter meeting or website sponsor.
- Recruits two new or prior non-renewed memberships.
- Completes other assignments as requested by the president or the board of directors.

Resources Available:

- SHRM supplies the following resources for chapter newsletter chairs
 - Chapter Best Practices
 - Chapter Position Descriptions
 - How to Publish a Chapter Newsletter
 - SHRM-Approved Graphics for Chapters
 - SHRM Graphics Standards Manual for Affiliates
 - SHRM Leaders Guide

Revised December 2010



- Working with the Media
- And MUCH MORE...available online at www.shrm.org/vlrc