



PRESIDENT

Job Description

Function

Serves a one-year term providing leadership to the local chapter consistent with state, area and national Society for Human Resource Management (SHRM) policy, strategies and objectives. Responsible for operating the chapter effectively so that the needs of the members are met. Performs other duties as required by chapter's bylaws. Serves as a voting member of the California State Council of SHRM.

General

- Must be a qualified regular member of CCHRA in good standing at the time of nomination or appointment.
- Must have served CCHRA, another SHRM chapter, or another nonprofit organization for a minimum of one year in the capacity of President, Officer, or Director.
- Must have PHR, SPHR, or GPHR certification or equivalent (i.e., 8 years recent exempt level HR generalist experience, or employment law attorney).
- Must be a member in good standing of SHRM throughout the duration of term of office.
- Must attend a minimum of 75% of Board meetings.
- Must attend a minimum of 67% of CCHRA events.

Key Responsibilities

- Conducts the business of the chapter in accordance with the chapter by-laws and serves as chairperson of the chapter's Board of Directors, including development and distribution of Agenda.
- Submit CCHRA roundtable report prior to each CalSHRM meeting
- Attend CalSHRM quarterly meetings. Must attend at least 3 of the 4 meetings.
- Update and submit Board roster to CalSHRM.
- Submit online Chapter Activity Plan to SHRM Western Representative (by December 1)
- Performs duties as described by the chapter by-laws.
- Provides, by example and leadership, facilitation, motivation and direction to all directors and general members.
- Monitors and supports the activities of all directors to ensure the accomplishment of chapter goals, objectives and strategies.

- Hosts bi-monthly luncheon meetings and act as the Chapter Ambassador at CCHRA sponsored events.
- Ensures that CCHRA and SHAPE Award goals and objectives are accomplished and promote continuity and future volunteer leadership succession planning.
- Submit SHAPE Award information in January of each year.
- Monitors the use, accounting and handling of the chapter funds.
- Plans and chairs all meetings of chapter offices and members, including preparing meeting agenda.
- Attends State Council meetings and actively participates in State Council matters.
- Communicates state, area and/or national goals, policies and programs to chapter members. Represents the State Council to local chapter's leaders and the membership.
- Authorizes finalization of chapter newsletter.
- Submit Presidents Message for bi-monthly Newsletter. Coordinate with other directors for their article submissions as appropriate.
- Completes and files the annual Chapter Activity Plan (CAP) on or before deadline.
- Collaborates with the President-Elect to coordinate the Board/Advisory Board Strategic Retreat.
- Assists the President Elect in locating and interviewing new Board members.
- Respond to email and questions of other board members and committee chairs.
- Access General Inquiry email account to responding or forwarding messages as appropriate to other board members.