

# President-Elect



## **Position Description - Job Title - Volunteer Role:**

Serve as an appointed member of the chapter board of directors. Assist the President in overseeing all the activities of the chapter. In the absence of the President, perform all the presidential responsibilities.

## **Responsible To:**

The members of the chapter  
The Chapter President

## **Responsibilities:**

- Perform all special projects as assigned by the president.
- Upon request, assist all officers in performing their responsibilities.
- Attend (and preside over, if necessary) all monthly membership and board of directors' meetings.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Prepare and strategically plan for the succession of the board members for the following board term.
- Lead the chapter elections
- Attend all monthly membership and board of directors' meetings.

## **Preferred Skills:**

Time management skills, the ability to run meetings (when necessary), strategic forecasting, and vision planning.

**Additional information available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)**

# Treasurer



## **Position Description - Job Title - Volunteer Role:**

Provide a successful accounting of the Chapter's Finances, make disbursements authorized by the President or Board of Directors, while keeping an accurate record of the financial condition of the Chapter. At the close of each calendar year, or at such other times as directed, the Treasurer shall prepare a financial report to account for the Chapter's funds.

## **Responsible To:**

The members of the chapter  
The Chapter President

## **Responsibilities:**

- **BUDGET PREPARATION**
  - Review/evaluate budget from previous year.
  - Work with the board to develop the coming year's operating budget, including asking for budget requests (for projects, etc.) and feedback on use of funds starting in November. Discuss with the President and compile budget projections.
  - Present the budget to the board for a vote and approval in January.
  
- **BUDGET TRACKING**
  - Track expenses and income monthly and investigate discrepancies.
  - Review and approve the monthly reconciliation back to bank statements and reports prepared by the Bookkeeper.
  
- **TAXES**
  - Gather and compile info needed for taxes in April – Fill out 990-EZ Information Request Form for May 15 filing date.
  - Meet the Tax Preparer for preparation.
  
- **INSURANCE**
  - Renew policies as applicable.
  - Stay up to date with changes to policies and discuss pertinent matters with the board.
  
- **OTHER DUTIES**
  - Stay abreast of sponsorship income and deal with related issues.
  - Pay State Council dues and support the National Foundation as requested.
  - Secure the proper transfer of legal documents, credit cards, bank signature cards, etc., through the successful transition process.
  - Manage the process of any account renewals.

## **Preferred Skills:**

Organization and time management skills, forecasting, and financial planning skills.

Additional information available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)

# VP of Membership



## **Position Description - Job Title - Volunteer Role:**

Monthly maintain an accurate membership roster and report growth and retention issues to the board. Strategically plan ways to engage members; convey the goals and vision of the chapter to new members while helping them to acclimate to the chapter.

## **Responsible To:**

The members of the chapter  
The Chapter President

## **Responsibilities:**

- Request via email the SHRM-Memphis membership roster from SHRM-National for the first week of every month.
- Verify that the new members affiliated through a list sent via email by the membership chair are on the current roster.
- Add the names of the new members sent by the membership chair that are not on the roster to the end of the roster.
- Indicate on the roster that the membership chair, manual affiliation, and contacts have added these members.
- Report on the final membership number for the officers during the monthly report.
- After the roster members' names have been verified and updated and the file formatted, the Membership chair will attempt to contact any members without email addresses or with incorrect email addresses. If possible, instruct members to contact SHRM-National to permanently update the email, addresses and any relevant contact information.
- Email final roster to President, Secretary, Treasurer, and Membership Chair
- Send a welcome email to each new member encouraging their participation in chapter events, etc.
- Attend monthly member meetings. Provide membership information to new and prospective members.

## **Specific tasks to be performed:**

- When: On or about the last business day of each month.
  - Each month, some of the names submitted to SHRM National for affiliation will not be accepted because the member is already a member of another chapter. You should contact that member and send them the “SHRM Primary Chapter Designation Form” and return it to you. This form will then be forwarded to SHRM-National so the members can be added to our chapter roster.
- When: Monthly upon notification from SHRM-National.
  - Also, some of the names submitted to SHRM National for affiliation will not be accepted because the member is classified as a Student Member. You should send that individual an email explaining this and inviting their continued participation as a student.
- When: Monthly upon notification from SHRM-National.
  - Review Chapter meeting reservations on website to determine chapter membership status and submit to VP- Hospitality and Treasurer. This is our opportunity to affiliate any at-large members in attendance.
- When: No later than Monday before each chapter meeting.
  - Conduct one-hour New Member Orientation before the chapter socials. An email invitation should be sent to each new member affiliated with the last orientation, asking them to RSVP.
- When: Quarterly.

- Audit the Chapter Roster and SHRM-National's Membership Directory for our chapter (these are not always the same) to find expiring / expired members and remind them to renew their membership with SHRM National and then follow up to be sure they are again affiliated with the chapter.
- When: Monthly.
  - Recruit At-large members through SHRM National E-blasts. You must complete SHRM-National's online form here: <http://www.shrm.org/chapters/100chapterrequest.asp>. At least one event per year
  - As a 100% chapter, we are allowed two e-blasts per calendar quarter and have attempted to use one per quarter.
  - Recruit At-large members through direct mass mailings. Remove members not living in our area. Must complete the form "Chapter Request to Authorization to Use SHRM Member Lists" to receive this file. Can be found here: <http://www.shrm.org/chapters/resources/MemberListAuthorizationForm.doc>
- When: Yearly.
  - Participate in Tennessee State Council Membership Conference Calls to share ideas from other Chapter Membership Directors across the state.
  - Participate in SHRM National's Regional Membership Conference Calls.
- When: As scheduled.
  - Participate in SHRM National's Membership Director Webcasts.

**Preferred Skills:**

Organization and time management skills, excellent communication skills, data analytics skills, and a people person.

**Additional information available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)**

# VP of Workforce Development



## **Position Description - Job Title - Volunteer Role:**

To disseminate SHRM Workforce Readiness/ Community Outreach information to chapter leadership, lead by example in valuing/managing WR, communicate and educate chapter membership on WR issues and learning, establish/execute WR/CR goals, support chapter WR/CR programs and events, and share efforts with other chapter volunteers.

## **Responsible To:**

The members of the chapter  
The chapter president

## **Responsibilities:**

- Establish goals for the chapter annually by evaluating issues that impact WR/CR, seeking information and programs to maximize WR/CR capability concerning new entrants to the workforce, incumbent workers, transitioning workers, and re-entrants to the workforce.
- Serves as advocate for workforce readiness at chapter board and professional meetings while coordinating and reporting on programs and other chapter activities on workforce readiness.
- Works with the SHRM National staff liaison on workforce readiness issues.
- Develops and supports workshops and seminars which address workforce readiness initiatives and issues, as well as seeks opportunities to promote dialogue regarding issues that affect work environments, the stability of the workforce, etc.
- Provides special recognition for chapter members and local programs that provide betterment of the workforce.
- Responds to any other requirements of the SHRM staff liaison for workforce readiness.
- Seek Community Partnerships with respect to the following: resume writing, interviewing, written and unwritten rules of the workplace, dress codes, employment law, financial management, healthy lifestyles, mentoring, and more.
- Provide a conduit for SHRM Memphis members to volunteer their time and/or talent in mentoring or teaching capacities for workforce initiatives.
- Meet monthly and as needed with other non-profit organization leaders that promote WR/CR to brainstorm on issues that impact WR/CR, seeking information and programs to maximize a local joint effort WR/CR capability with regards to new entrants to the workforce, incumbent workers, transitioning workers, and re-entrants to the workforce.

## **Preferred Skills:**

Organization and time management skills, excellent communication skills, people skills, planning skills, and the ability to set goals.

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