

LANCASTER SOCIETY FOR HUMAN RESOURCE MANAGEMENT
(Affiliated Chapter of the Society for Human Resource Management)

PRESIDENT – Board of Directors

Function:

Provide leadership to the Association consistent with state, regional and SHRM policies, strategies and objectives. Effectively operate the Chapter so that the needs of the members are met. Perform other duties as required by the Chapter's bylaws. Serve as a voting member of the PA State Council.

Responsible to:

Board of Directors, Chapter members and the State Council Director

Responsibilities:

1. Conduct the business of the Chapter in accordance with the Chapter bylaws and serve as chair of the Chapter's board of directors.
2. Preside over the activities of all officers and directors, as well as standing committees, to ensure the accomplishment of Chapter goals, objectives and strategies.
3. Monitor the use, accounting and handling of the Chapter funds.
4. Chair all meetings of Chapter officers and members.
5. Participate in/lead the development and implementation of short-term and long-term strategic planning for the Chapter.
6. Represent the Chapter in the human resources community.
7. Attend State Council meetings and actively participate in State Council matters. Provide information to State Council as an elected representative of the Chapter. Appoint proxy to attend State Council meetings when unable to attend.
8. Maintain communication with the State Council Director and the SHRM Regional Team.
9. Communicate state, regional and/or SHRM's goals, policies and programs to Chapter members. Represent the State Council to local Chapter leaders and the membership.
10. During the Chapter's annual business meeting, present a formal report summarizing accomplishments of the Association during the fiscal year.
11. Work closely with the Vice President/President-elect to ensure a smooth transition in the Association's leadership as newly elected Officers and Directors assume their responsibilities.

Performance Expectations:

1. Either establish or retain membership in the Society for Human Resource Management (SHRM) during elected term of office.
2. Attend and participate in all scheduled and special Board and Association meetings and other events.
3. Support of the Board of Directors' and the Association's "PURPOSES" and adherence to the Association's "CODE OF ETHICS."
4. Committee participation is strongly encouraged for all Officers.

Estimated Time Requirements:

1. 2 hours each month, January-June and September-December, for breakfast meetings.
2. 2 hours each month, January-July and September-December, for Board meetings.
3. 2 hours each month for follow-up assignments.
4. 5 days/year for SHRM and State Council requirements.
5. An additional 8 hours per term for strategic planning.
6. Committee involvement as necessary.