

**HUMAN RESOURCE PROFESSIONALS OF CENTRAL PENNSYLVANIA  
PRESIDENT**

**Position Overview**

The President serves as an elected member of the Chapter Board and provides leadership to the local chapter consistent with State, Area and National Society 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 the local Chapter's Bylaws. Serves as a voting member of the Pennsylvania State Council.

**Duties and Responsibilities**

1. Responsible to the members of the Chapter, the State Council Director and the SHRM Regional Team.
2. Directs the activities of the Chapter.
3. Conducts the business of the Chapter in accordance with the Chapter Bylaws and serves as Chairperson of the Chapter's Board of Directors.
4. Assists with Volunteer development by talking with members of the chapter about the benefits of volunteerism and encouraging members to be part of events, committees and/or board of directors. Meets and greets members to network with new and senior members to increase engagement. Works with other Directors to solicit volunteers for committees or events.
5. Presides over the activities of all officers and directors, as well as standing committees, to ensure the accomplishments of Chapter goals, objectives and strategies.
6. Appoints representatives from the general membership to serve on the Board of Directors.
7. Monitors the use, accounting and handling of Chapter funds.
8. Chairs all meetings of Chapter officers and members and provides agendas for Board meetings.
9. Attends or arranges for another Board Member to attend State Council meetings and actively participates in Council matters.
10. Communicates State, Area and/or National goals, policies and programs to Chapter members. Represents the State Council to local Chapter leaders and the membership.
11. Responsible for replacement of Board Officer positions when said positions are vacated prior to the full term of office.
12. Coordinates media requests and represents chapter to local and regional press.
13. Represents the chapter in the Human Resources community.
14. Assists with Volunteer development by talking with members of the chapter about the benefits of volunteerism and encouraging members to be part of events, committees and/or board of directors. Meets and greets members to network with new and senior members to increase engagement. Works with other Directors to solicit volunteers for committees or events.
15. Contributes items for Board approval to be included in annual Chapter goals

**Requirements**

The President must be an HRP member and a SHRM member in good standing and elected annually by the Chapter membership.

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**Procedures**

- January – draft & communicate board goals for that calendar year
- SHAPE – ensure Past-President has submitted, do mid-year review to see if on-track
- 1<sup>st</sup> week of month, send out board agenda
- Participate in PA State Council meetings (quarterly)
  - Forward out communications on quarterly CLA calls
- Annually review Bilaws, put on Nov/Dec board agenda to review, send to SHRM first for approval, then at chapter meeting hold vote to approve
- Attend annual SHRM Leadership conference in November 9, 2009
- Attend annual SHRM PA State Council Leadership Conference – invite all members of board
- Oct/Nov, work with Treasurer on next year's budget
- Work with VP to coordinate annual Strategic Planning