

MISHRM EXECUTIVE COUNCIL ROLE DESCRIPTION

Role: Assure MISHRM's service to the State

1. Create MISHRM's vision and mission
2. Be guided by SHRM code of ethics (noted on pages 4-7)
3. Promote diversity, and demonstrate equity and inclusion in all matters
4. Establish goals, strategies, and priorities based on council needs
5. Ensure adequate resources to accomplish MISHRM mission and goals
6. Periodically review and evaluate funding priorities and goals to ensure effectiveness, impact, and compatibility with council needs
7. Allocate funds that are aligned with MISHRM'S mission, goals, and funding priorities

Role: Serve as a continuous link with CHAPTER PRESIDENTS AND LOCAL CHAPTER members

1. Act as the MISHRM's ambassadors to the general membership, representing the organization at statewide events
2. Establish on-going channels of communication with the chapters to provide continuous growth of leaders and connection to chapters in the state
3. Periodically review MISHRM'S communication strategies and plan

Role: Hire, support, and evaluate Association Manager / Conference Manager

1. Work with Association Manager / Conference Manager to clearly identify roles, responsibilities, and accountabilities of Association Manager / Conference Manager
2. Establish channels of communication with the Association Manager / Conference Manager that will provide continuous input regarding responsibilities, expectations, and performance
3. Establish and maintain the highest possible levels of mutual trust and confidence with the Association Manager / Conference Manager
4. Conduct an annual formal review of the Association Manager / Conference Manager
5. Communicate in a timely manner to all correspondence

Role: Ensure legal, ethical, and fiscal integrity of MISHRM

1. Establish monitoring policies and procedures
2. Exercise fiduciary responsibility and oversight over assets

Role: Ensure continuing effectiveness of Council of MISHRM

1. Establish criteria to monitor the Council's performance
2. Conduct bi-annual self-evaluations
3. Recruit and orient new Council members

MISHRM INDIVIDUAL COUNCIL MEMBER RESPONSIBILITIES

Leadership Expectations:

1. Steward MISHRM's vision, mission, goals, and objectives
2. Adhere to all MISHRM's policies and state/federal laws regarding avoidance of harassment and discrimination
3. Serve in leadership positions or undertake special assignments willingly when asked
4. Represent MISHRM at statewide events

Meetings:

1. Commit to an average of 8 to 10 hours per month on council and committee work, and an additional 10 to 20 hours annually for special meetings

2. Prepare for and participate in council meetings and other organizational activities
3. Ask timely and substantive questions
4. Respect and maintain confidentiality of the council discussions
5. Suggest agenda items periodically for council and committee meetings, to ensure that significant policy related matters are addressed in a timely fashion

Avoiding conflict:

1. Avoid even the appearance of a conflict of interest, and disclose any possible or potential conflicts in advance
2. Maintain independence and objectivity and conduct all business in a fair and ethical manner
3. Never accept or offer favors or gifts from or to, anyone who may be a recipient of MISHRM funds or services
4. Always lead all thoughts, decisions and actions with the best intentions and success of MISHRM as the top priority

Fiduciary responsibilities:

1. Exercise prudence with the council in the control and the transfer of funds
2. Faithfully read and understand MISHRM'S financial statements and otherwise help the council to fulfill its fiduciary responsibility

Relationship with staff:

1. Counsel the Association Manager / Conference Manager as appropriate and offer support
2. Work with Association Manager / Conference Manager to elevate the council and conference
3. Support Association Manager / Conference Manager through clear communication and following up on and completing assigned tasks

Relationship with other council members:

1. Bring a sense of openness, honesty, respect, patience and good humor to the council's conversations and deliberations
2. Do not remain silent. If you have an opinion, share it
3. Promote candor among council members to create trust in each other's judgment and the acceptance of differing opinions
4. Following full consideration of issues, support the majority decision of the council outside of the boardroom
5. Deal openly and honestly with differences of opinion, without personal rancor or resentment
6. Suggest nominees for the council

I have read and reviewed the roles and responsibilities of the MISHRM Council. I understand and accept my role and I agree to comply with the responsibilities of this office.

Signature: _____ **Date:** _____

Name: _____

SHRM Code of Ethics

PROFESSIONAL RESPONSIBILITY

Core Principle

As HR professionals, we are responsible for adding value to the organizations we serve and contributing to the ethical success of those organizations. We accept professional responsibility for our individual decisions and actions. We are also advocates for the profession by engaging in activities that enhance its credibility and value.

Intent

- To build respect, credibility and strategic importance for the HR profession within our organizations, the business community, and the communities in which we work.
- To assist the organizations we serve in achieving their objectives and goals.
- To inform and educate current and future practitioners, the organizations we serve, and the general public about principles and practices that help the profession.
- To positively influence workplace and recruitment practices.
- To encourage professional decision-making and responsibility.
- To encourage social responsibility.

Guidelines

1. Adhere to the highest standards of ethical and professional behavior.
2. Measure the effectiveness of HR in contributing to or achieving organizational goals.
3. Comply with the law.
4. Work consistent with the values of the profession.
5. Strive to achieve the highest levels of service, performance and social responsibility.
6. Advocate for the appropriate use and appreciation of human beings as employees.
7. Advocate openly and within the established forums for debate in order to influence decision-making and results.

PROFESSIONAL DEVELOPMENT

Core Principle

As professionals we must strive to meet the highest standards of competence and commit to strengthen our competencies on a continuous basis.

Intent

- To expand our knowledge of human resource management to further our understanding of how our organizations function.
- To advance our understanding of how organizations work ("the business of the business").

Guidelines

1. Pursue formal academic opportunities.
2. Commit to continuous learning, skills development and application of new knowledge related to both human resource management and the organizations we serve.
3. Contribute to the body of knowledge, the evolution of the profession and the growth of individuals through teaching, research and dissemination of knowledge.
4. Pursue certification where available, or comparable measures of competencies and knowledge.

ETHICAL LEADERSHIP

Core Principle

HR professionals are expected to exhibit individual leadership as a role model for maintaining the highest standards of ethical conduct.

Intent

- To set the standard and be an example for others.
- To earn individual respect and increase our credibility with those we serve.

Guidelines

1. Be ethical; act ethically in every professional interaction.
2. Question pending individual and group actions when necessary to ensure that decisions are ethical and are implemented in an ethical manner.
3. Seek expert guidance if ever in doubt about the ethical propriety of a situation.
4. Through teaching and mentoring, champion the development of others as ethical leaders in the profession and in organizations.

FAIRNESS AND JUSTICE

Core Principle

As human resource professionals, we are ethically responsible for promoting and fostering fairness and justice for all employees and their organizations.

Intent

To create and sustain an environment that encourages all individuals and the organization to reach their fullest potential in a positive and productive manner.

Guidelines

1. Respect the uniqueness and intrinsic worth of every individual.
2. Treat people with dignity, respect and compassion to foster a trusting work environment free of harassment, intimidation, and unlawful discrimination.
3. Ensure that everyone has the opportunity to develop their skills and new competencies.
4. Assure an environment of inclusiveness and a commitment to diversity in the organizations we serve.
5. Develop, administer and advocate policies and procedures that foster fair, consistent and equitable treatment for all.
6. Regardless of personal interests, support decisions made by our organizations that are both ethical and legal.
7. Act in a responsible manner and practice sound management in the country(ies) in which the organizations we serve operate.

CONFLICTS OF INTEREST

Core Principle

As HR professionals, we must maintain a high level of trust with our stakeholders. We must protect the interests of our stakeholders as well as our professional integrity and should not engage in activities that create actual, apparent, or potential conflicts of interest.

Intent

To avoid activities that are in conflict or may appear to be in conflict with any of the provisions of this Code of Ethical and Professional Standards in Human Resource Management or with one's responsibilities and duties as a member of the human resource profession and/or as an employee of any organization.

Guidelines

1. Adhere to and advocate the use of published policies on conflicts of interest within your organization.
2. Refrain from using your position for personal, material or financial gain or the appearance of such.
3. Refrain from giving or seeking preferential treatment in the human resources processes.
4. Prioritize your obligations to identify conflicts of interest or the appearance thereof; when conflicts arise, disclose them to relevant stakeholders.

USE OF INFORMATION

Core Principle

HR professionals consider and protect the rights of individuals, especially in the acquisition and dissemination of information while ensuring truthful communications and facilitating informed decision-making.

Intent

To build trust among all organization constituents by maximizing the open exchange of information, while eliminating anxieties about inappropriate and/or inaccurate acquisition and sharing of information

Guidelines

1. Acquire and disseminate information through ethical and responsible means.
2. Ensure only appropriate information is used in decisions affecting the employment relationship.
3. Investigate the accuracy and source of information before allowing it to be used in employment related decisions.
4. Maintain current and accurate HR information.
5. Safeguard restricted or confidential information.
6. Take appropriate steps to ensure the accuracy and completeness of all communicated information about HR policies and practices.
7. Take appropriate steps to ensure the accuracy and completeness of all communicated information used in HR-related training.