

## **MISHRM LEADERSHIP COUNCIL ROLES & BENEFITS**

*MISHRM's mission is to support the State SHRM chapters and serve the HR professionals (networking, development opportunities, best practice sharing) and serve as a conduit from our great state to SHRM.*

### **EXECUTIVE COUNCIL**

#### **STATE DIRECTOR - MISHRM EXECUTIVE COUNCIL**

##### **Purpose:**

As the chief elected officer of the state council, establishes policy, strategies and objectives consistent with those of SHRM. Provides guidance to elected and volunteer members who are responsible for accomplishing state and SHRM objectives. Establishes goals in support of the SHRM mission and objectives.

**Responsible To:** MISHRM Executive Council Director & SHRM North Central Regional Manager

**Responsible For:** MISHRM State Council & MISHRM Association Manager/Event Manager

##### **Requirements:**

- Must be a SHRM member in good standing and a local chapter member.
- HRCI AND/OR SHRM Certification preferred.
- Must have served in a volunteer role of MISHRM state council.
- Attends all Executive Committee Mtgs.; Attends all MISHRM Council Mtgs.; Attends SHRM Leadership, MISHRM Leadership, and SHRM National Conferences; Attends North Central Region Conference Calls and Meetings.
- This is a two year term beginning January 1 and ending December 31 of the following year. The individual will then serve an additional two year term on the same time schedule as the Immediate Past Director.

##### **Responsibilities and Expectations:**

- Manages the affairs of the MISHRM Council as the chief elected officer.
- Participates as the state's representative on the appropriate SHRM Regional Council. May represent the regional council on the Membership Advisory Council.
- Represents the MISHRM Council to SHRM chapters and the public as required.
- Presides/Chairs the monthly Executive Council meetings.
- Coordination and scheduling of the 2 state volunteer leader business meetings.
- Act as a liaison between state conference planning committee and executive council.
  - Oversees Volunteer and HR Professional of the Year program.
- Ensure proper oversight of council financial position including reviewing/delegating invoice review and approval.
- Provides leadership for the council by:
  - Assigning responsibilities for achieving MISHRM and SHRM objectives.
  - Directing the activities, plans and objectives of the state council.
  - Evaluating the performance of all appointed council members. Counsels with individuals, as necessary, on ways to improve performance and to provide a maximum contribution toward goals and objectives.
- Oversees the completion and submission of the SHAPE document.
- Coordinates activities of resource partners and attend resource partner monthly meetings.
- Coordinate resources and oversee the production of all marketing materials for MISHRM and RP program.
- Oversees the Council succession plan and assures all required positions are filled.
- Recommends new or revised policies and procedures to increase organizational effectiveness.
- Develops programs and undertakes activities to promote and support the following core leadership areas as defined by SHRM: Certification, College Relations, Diversity, Legislative Action, SHRM Foundation, Membership and Workforce Readiness. Ensures that such core leadership areas are represented by roles on the state council.
- Recommends policy and organizational changes to the council in coordination with SHRM Regional Team Provides for implementation and execution of SHRM Board decisions.
- Promotes SHRM, MISHRM and the HR Profession by personal appearances and speaking engagements among MISHRM chapters and community organizations.

- Serves as a voting member representing Michigan's interests on the North Central Regional board or SHRM National Board as required.
- Monitors and completes the minimal required activity related to your area of responsibility to achieve a Superior Merit Award (Excel/Pinnacle).
- Serves as a voting member of the MISHRM Council.
- Performs other duties as assigned.

**Benefits:**

- Travel reimbursement and complimentary hotel suite for duration of MISHRM Conference
- Complimentary Full Registration to MISHRM Conference
- Recognition and headshot on website and in conference program
- Complimentary Full Registration, airfare, meal expenses and hotel (4-5 nights based on location) for SHRM National Conference.
- \$500 annually to use toward professional development.
- Platinum Resource Partner if category is not already taken at the cost of the booth for the annual MISHRM Conference. If Platinum is not available, they will be a Gold Partner.
- Travel and accommodations to attend other required SHRM conferences (ex. VLBM)
- Reimbursement of SHRM National and Local Chapter Membership dues.
- Complimentary VLBM events and networking, MISHRM state and national

## **IMMEDIATE PAST STATE DIRECTOR - MISHRM EXECUTIVE COUNCIL**

### **Purpose:**

Serves as a member of the MISHRM Council providing continuity in leadership. Provides advice and counsel to the State Director and handles special projects as assigned.

**Responsible To:** MISHRM Executive Council State Director

**Responsible For:** Sharing historical information

### **Requirements:**

- Must be a SHRM member in good standing and local chapter member.
- HRCI AND/OR SHRM Certification preferred.
- Must have served in a volunteer role of MISHRM state council.
- Attends all Executive Committee Mtgs.; Attends all MISHRM VLBM Council Mtgs.; MISHRM Annual Conference.
- This is a two year term beginning January 1 and ending December 31 of the following year.

### **Responsibilities and Expectations:**

- Assists the MISHRM Council in maintaining the strategic goals and objectives.
- Directs special projects as assigned by the State Director.
- Assists in the identification, recruitment and selection of future council leaders.
- Assists as needed in the orientation and training of new MISHRM Council members concerning the Council's vision, mission, activities, and expectations.
- Recommends new or revised policies and procedures or organizational changes to increase organizational effectiveness.
- Monitors and completes the minimal required activity related to your area of responsibility to achieve a Superior Merit Awards (Excel/Pinnacle).
- Serves as a voting member of the MISHRM Council.
- Performs other duties as assigned.

### **Benefits:**

- Travel reimbursement & complimentary hotel room for duration of MISHRM Conference
- Complimentary Full Registration to MISHRM Conference
- Complimentary Full Registration, airfare, meal expenses and hotel (3-4 nights based on location) for SHRM National Conference.
- Recognition and headshot on website and in conference program
- Complimentary VLBM events and networking, MISHRM state and national

## **STATE DIRECTOR-ELECT – MISHRM EXECUTIVE COUNCIL**

### **Purpose:**

Serves as an understudy to the MISHRM State Council Director. Works with the state council director to establish policies, strategies, and objectives consistent with SHRM policies. Provides guidance to MISHRM Council Members and other volunteers to assist in supporting SHRM and MISHRM objectives.

**Responsible To:** MISHRM Executive Council State Director

**Responsible For:** Event coordination and learning council operations.

### **Requirements:**

- Must be a SHRM member in good standing and a local chapter member.
- HRCI AND/OR SHRM Certification preferred.
- Served in a volunteer role of MISHRM state council preferred.
- Attends all Executive Committee Mtgs.; Attends all MISHRM VLBM Council Mtgs.; Attend quarterly CLA calls; Attends MISHRM Annual Conference.
- This is a two year term beginning January 1 and ending December 31 of the following year. The individual will then serve two additional two year terms on the same time schedule: one as MISHRM Director and one as MISHRM Immediate Past Director.

### **Responsibilities and Expectations:**

- Studies MISHRM Council Operations to assume the role as the successor to the MISHRM Director and manages the affairs of the Council in the absence of the Director.
- Acts as a liaison between the District Directors (DDs) and the MISHRM Council and assists in planning the annual MISHRM VLBM; Provides Executive Committee support and advocacy in all of their duties.
- Promotes SHRM, MISHRM and the HR Profession by personal appearances and speaking engagements among MISHRM chapters and community organizations.
- Coordinates recognition for the outgoing Executive Committee members.
- Assists in development of succession planning for the entire MISHRM Board.
- Recommends new or revised policies and procedures or organizational changes to increase organizational effectiveness.
- Monitors and completes the minimal required activity related to your area of responsibility to achieve a Superior Merit Award (Excel/Pinnacle).
- Serves as a voting member of the MISHRM Council.
- Performs other duties as assigned.

### **Benefits:**

- Mileage reimbursed & complimentary hotel room for duration of MISHRM Conference
- Complimentary Full Registration to MISHRM Conference
- Recognition and headshot on website and in conference program
- Complimentary Full Registration, airfare, meal expenses and hotel (3-4 nights based on location) for SHRM National Conference.
- \$500 annually to use toward professional development.
- Platinum Resource Partner if category is not already taken at the cost of the booth for the annual MISHRM Conference. If Platinum is not available, they will be a Gold Partner.
- Complimentary VLBM events and networking, MISHRM state and national

**TREASURER – MISHRM EXECUTIVE COUNCIL****Purpose:**

To manage the financial operations of the MISHRM Council.

**Responsible To:**

MISHRM Executive Council State Director

**Requirements:**

- Must be a SHRM member in good standing and local chapter member.
- HRCI AND/OR SHRM Certification preferred.
- Served as a board member of an SHRM chapter preferred.
- Attends all Executive Committee Mtgs.; Attends all MISHRM Council Mtgs.; Attends MISHRM Leadership Conference; Attends SHRM National Leadership Conference
- This is a two year term beginning January 1 and ending December 31 two years following. The individual may be re-elected for one additional term on the same time schedule for a total service of four years.

**Responsibilities and Expectations:**

- Manages the fiscal responsibility of MISHRM, per the bylaws.
- Prepares, interprets, and disseminates periodic financial status reports to the Executive Committee and to the MISHRM council.
- Prepares the annual budget of revenue and expenses and submits to the Executive Committee for approval each year.
- Tracks revenue and expenditures throughout the year, and reports significant variances to the Executive Committee.
- Reviews and approves all appropriate invoices and expense reports submitted by MISHRM council members and other designated vendors.
- In cooperation with the Secretary, tracks Chapter eligibility for MISHRM annual conference profit share, calculates pro-rata share amounts, and distributes to qualifying Chapters.
- Works with outside bookkeepers on all Quickbooks functions and financial/cash management.
- Reviews and coordinates all MISHRM insurance policy renewals annually.
- Maintains all financial records of MISHRM as required by law.
- Prepares and distributes annual IRS Form 1099s to vendors.
- Prepares and files State of Michigan Annual Report for Corporations.
- Executes and oversees tax preparation. Completes and mails all required tax forms.
- Reviews the accounting and recordkeeping policies and procedures. Recommends changes as required to protect and ensure the financial health of the Council.
- Recommends new or revised policies and procedures to increase organizational effectiveness.
- Monitors and completes the minimal required activity related to your area of responsibility to achieve a Superior Merit Award (Excel/Pinnacle).
- Serves as a voting member of the MISHRM Council.
- Performs other duties as assigned.

**Benefits:**

- Mileage reimbursement & complimentary hotel room for duration of MISHRM Conference
- Complimentary Full Registration to MISHRM Conference
- Recognition and headshot on website and in conference program
- Complimentary Full Registration, airfare, meal expenses and hotel (3-4 nights) for SHRM National Conference.
- Complimentary registration at MISHRM VLBM and networking meetings.
- \$500 annually to use toward professional development.

## **SECRETARY – MISHRM EXECUTIVE COUNCIL**

### **Purpose:**

Serves as the record keeper of all MISHRM Council official documents. Coordinates and directs effective and timely MISHRM communications. Responsible for oversight of www.mishrm.org website and council portal.

### **Responsible To:**

MISHRM Executive Council State Director

### **Requirements:**

- Must be a SHRM member in good standing and local chapter member.
- HRCI AND/OR SHRM Certification preferred.
- Served as a board member of an SHRM chapter preferred.
- Attends all Executive Committee Mtgs.; Attends all MISHRM Council Mtgs.; Attends MISHRM VLBM Leadership Conference; Attends SHRM National Leadership Conference preferred.
- This is a two year term beginning January 1 and ending December 31 of the following year. The individual may be re-elected for one additional term on the same time schedule for a total service of four years.

### **Responsibilities and Expectations:**

- Prepares and distributes MISHRM Council meeting minutes for council meetings, executive committee meetings and any other appropriate meetings.
- Oversee and maintain MISHRM Council roster on website council website portal. Requests appropriate coresponding changes including posting to the website.
- Manage relationship with website administrator.
- Works with State Director to prepare and distribute meeting packets one week before Executive Council Meetings, VLBM and other statewide meetings.
- Maintains accurate records of any MISHRM business matters. Prepares reports as requested by the MISHRM Director. Prepares miscellaneous correspondence as requested. Acts as historian and recordkeeper for all MISHRM Council official records (contracts, policies, bylaws, minutes, board packets, etc.)
- Send the Executive Committee the bylaws to review the first of the year, each year.
- Recommends new or revised policies, procedures, templates, etc. for organizational effectiveness.
- Prepares and coordinates the balloting process for officer election.
- Works with web developer to maintain www.mishrm.org. Works with web hosting vendor to provide SHRM recommended material, links, logos, etc. Updates information timely to assure a professional representation of the MISHRM Council.
- Supports the public relations activities of the MISHRM Council in conjunction with the Executive Committee.
- Leads the initiative to complete the Pinnacle, Excel, SHAPE and SCLIF.
- Serves as a voting member of the MISHRM Council.
- Orders nametags for Council members.
- Ensure monthly newsletter includes and celebrates chapter anniversaries with acknowledgment.
- Performs other duties as assigned.

### **Benefits:**

- Mileage reimbursement & complimentary hotel room for duration of MISHRM Conference
- Complimentary Full Registration to MISHRM Conference
- Recognition and headshot on website and in conference program
- Complimentary Full Registration, airfare, meal expenses and hotel (3-4 night based on location) for SHRM National Conference.
- \$500 annually to use toward professional development.
- Complimentary VLBM events and networking, MISHRM state and national

## **FUNCTIONAL DIRECTORS**

### **RESOURCE PARTNER PROGRAM DIRECTOR**

#### **Purpose:**

Responsible for supporting the resource partner program, which creates unique opportunities for business to stand out and get quality time with potential customers.

#### **Responsible To:**

MISHRM Executive Council State Director & MISHRM Association Manager

#### **Requirements:**

- Local chapter membership required, SHRM member in good standing preferred.
- Appointment is made by the state council director.
- Serves a one-year term beginning the first day of January and ending the last day of December. May be reappointed for two additional one-year terms for a total service of three years.

#### **Responsibilities and Expectations:**

- Recruitment of Resource Partners
- Main point of contact for all Resource Partner questions and needs
- Overseeing the onboarding of all new Resource Partners including; collecting logos, contact information, headshots, speaker information, website updates with new Resource Partners, provide information to The MISHRM Association Management Group for monthly newsletter, adding new members to monthly meetings.
- Manage and oversee monthly meetings and calendar invites for the meetings
- Organize monthly speakers at the Resource Partner meetings
- Coordinate with MISHRM Council Secretary for updates to the website as needed for the Resource Partner page(s)
- Act as the main point of contact for all RP sub-committee members
- Solicit Resource Partner speakers and communicate submission timeline for the conference
- Oversees podcasts for Resource Partners
- Partner with MISHRM Council Director to coordinate written communication to Resource Partners (events, solicit items for newsletter, etc.)
- Manage and lead sales/renewal process for current and new Resource Partners
- Create revised logo slides as necessary when new Resource Partners are onboarded and send to The MISHRM Association Management Group (or save in Dropbox)
- Ensure all benefits contracted to Resource Partners are fulfilled
- Attends state leadership conference and state council meetings to assure representation for this critical area of responsibility.

#### **Benefits:**

- Complimentary Full Registration to MISHRM Conference (travel and accommodations at the responsibility of the individual)
- Recognition and headshot on website
- Platinum Resource Partner if category is not already taken at the cost of the booth for the annual MISHRM Conference. If Platinum is not available, they will be a Gold Partner.
- Complimentary VLBM events and networking, MISHRM state and national

## **SOCIAL MEDIA DIRECTOR**

### **Purpose:**

Responsible for overseeing execution of social media functions.

### **Responsible To:**

MISHRM Executive Council State Director & MISHRM Association Manager

### **Requirements:**

- Must be a SHRM member in good standing. SHRM-CP or SHRM-SCP is required.
- Appointment is made by the State Council Director.
- Serves a one-year term beginning the first day of January and ending the last day of December. May be reappointed for two additional one-year terms for a total service of three years.

### **Responsibilities and Expectations:**

- Post social media during optimal times for exposure.
- Plan the social media marketing calendar for the year.
- Attends state leadership conference and state council meetings to assure representation for this critical area of responsibility.

### **Benefits:**

- Complimentary Full Registration to MISHRM Conference
- Recognition and headshot on website
- \$250 annually to use toward professional development.
- Complimentary VLBM events and networking, MISHRM state and national



## **CORE LEADERSHIP**

### **CERTIFICATION DIRECTOR**

#### **Purpose:**

Promotes SHRM certification activities for the state council, SHRM affiliated chapters and their members.

#### **Responsible To:**

MISHRM Executive Council State Director

#### **Requirements:**

- Must be a SHRM member in good standing. SHRM-CP or SHRM-SCP is required.
- Appointment is made by the State Council Director.
- Serves a two-year term beginning the first day of January and ending the last day of December. May be reappointed for two additional two-year terms for a total service of six years.

#### **Responsibilities and Expectations:**

- Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Reports to the state director on a regular basis concerning activities promoting SHRM certification throughout the state.
- Promotes the certification of human resource professionals through SHRM.
- Promotes the formation of chapter study programs to facilitate the SHRM certification of chapter members.
- Promotes the partnering of chapters and universities to conduct SHRM certification preparation courses using the SHRM Learning System.
- Encourages the SHRM certification of council members.
- Develops communication programs in and about SHRM certification (e.g. topical, process, recertification, issues, etc.)
- Attends state leadership conference and state council meetings to assure representation for this critical area of responsibility.

#### **Benefits:**

- Complimentary Full Registration to SHRM National (travel and accomodations at the responsibility of the individual)
- Complimentary Full Registration to MISHRM Conference (travel and accomodations at the responsibility of the individual)
- Recognition and headshot on website
- Complimentary VLBM events and networking, MISHRM state and national

## **COLLEGE RELATIONS DIRECTOR**

### **Purpose:**

To assist Chapters in planning and hosting a local student engagement program using SHRM's guide.

### **Responsible To:**

MISHRM Executive Council State Director

### **Requirements:**

- Must be a SHRM member in good standing. SHRM-CP or SHRM-SCP is required.
- Appointment is made by the State Council Director.
- Serves a two-year term beginning the first day of January and ending the last day of December. May be reappointed for two additional two-year terms for a total service of six years.

### **Responsibilities and Expectations:**

- Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Reports to the state director on a regular basis concerning activities promoting student membership throughout the state.
- Acts as a primary contributor to the facilitation of the Annual HR Games at the MISHRM Conference.
- Promotes the formation of chapter study programs to facilitate the SHRM certification of chapter members.
- Promotes the partnering of chapters and universities on programming.
- Attends state leadership conference and state council meetings to assure representation for this critical area of responsibility.

### **Benefits:**

- Complimentary Full Registration to MISHRM Conference
- Mileage reimbursement & complimentary hotel room for duration of MISHRM Conference
- Recognition and headshot on website
- \$250 annually to use toward professional development.
- Complimentary VLBM events and networking, MISHRM state and national

## **DIVERSITY DIRECTOR**

### **Purpose:**

Monitors and evaluates on a continuing basis state and local activities concerning diversity issues, and works with chapter diversity directors to encourage involvement at the chapter level.

### **Responsible To:**

MISHRM Executive Council State Director

### **Requirements:**

- Must be a SHRM member in good standing. SHRM-CP or SHRM-SCP is required.
- Appointment is made by the State Council Director.
- Serves a two-year term beginning the first day of January and ending the last day of December. May be reappointed for two additional two-year terms for a total service of six years.

### **Responsibilities and Expectations:**

- Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Encourage the appointment of a diversity director at the chapter level within the state.
- Develop and work with the chapters' diversity directors to ensure they have information and materials to promote diversity.
- Develop and distribute information to the state council and chapters within the state on diversity.
- Be available for presentations if and when appropriate, or help to identify programs or speakers for conferences or chapter programs.
- Provide content for the MISHRM Monthly Newsletter
- Coordinate efforts in developing diversity initiatives that can serve as models for other chapters.
- Work with chapter diversity directors to identify minorities and other diverse members in the state who might be interested in additional volunteer leadership opportunities.
- Attends state leadership conference and state council meetings to assure representation for this critical area of responsibility.

### **Benefits:**

- Complimentary SHRM Specialty Credential of choice (includes renewal credits) OR Full Registration to a SHRM Inclusion Conference (travel and accommodations at the responsibility of the individual)
- Complimentary Full Registration to MISHRM Conference
- Recognition and headshot on website
- \$250 annually to use toward professional development or SHRM Inclusion Conference travel.
- Complimentary VLBM events and networking, MISHRM state and national

**LEGISLATIVE AFFAIRS DIRECTOR****Purpose:**

Monitors and evaluates, on a continuing basis, pending federal, state, and local legislative, regulatory, and legal activities that may have an impact on the management of human resources. Communicates SHRM legislative affairs policies and goals to SHRM chapters and members within the state. Works in close cooperation with the SHRM Government Affairs Team, especially the Senior Advisor for State Affairs, in carrying out these tasks.

**Responsible To:**

MISHRM Executive Council State Director

**Requirements:**

- Must be a SHRM member in good standing. SHRM Certification highly desirable.
- Appointment is made by the state council director.
- Serves a two-year term beginning the first day of January and ending the last day of December. May be reappointed for two additional two-year terms for a total service of six years.

**Responsibilities and Expectations:**

- Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Attends the SHRM Employment Law & Legislative Conference and participates/organizes their state delegation in the Capitol Hill Advocacy Day. (Every Other Year)
- Works in close cooperation with the Senior Associate, Member Advocacy and the Senior Advisor, State Affairs on the SHRM headquarters staff. Identifies, evaluates and disseminates to chapters within the state issues of concern arising from potential legislation, regulatory and/or legal activities within the state which would potentially impact SHRM members or the profession.
- Prepares and distributes semiannual summary and status report of pending state HR-related legislation. (Distribution to include each chapter within the state, the state council director and the Senior Advisor, State Affairs at SHRM headquarters.)
- Actively promotes SHRM's Advocacy Team (A-Team) to members. Educates members on the importance of communicating to Congress and conducts "How To" session on using the SHRM "Write Your Member of Congress" feature of the SHRM HR Policy Action Center under the "Legal Issues & Public Policy" tab of the SHRM website.
- Serves as the primary contact for federal legislative issues to the Senior Associate, Member Advocacy at SHRM headquarters. Provides follow-up to federal legislative alerts from SHRM headquarters by communicating to chapter legislative directors and SHRM members in general.
- Presents legislative updates at chapter meetings and state conferences as requested.
- Encourages and organizes state letter-writing initiatives/competitions to federal and state legislators on pending issues and/or legislation or HR "hot topics".
- May assist in the development of position papers, responses to legislative and regulatory offices, etc. May initiate actions responding to these matters within the state after coordination with the SHRM Senior Advisor, State Affairs.
- Recruits and coordinates a state contact list of SHRM members who are willing to serve as members to the A-Team. These activities would include, but are not limited to, providing unique personal accounts on specific pieces of legislation to SHRM or for federal or state congressional use, serving as an "expert" resource/speaker for SHRM on a particular issue and testifying before either Congress or their state legislature.
- Develops and maintains contact with both state legislators and members of Congress.
- Works to develop relationships with business coalitions and other policy-making members or interest groups with shared interests in the legislative community.
- In coordination with SHRM staff, initiates action in response to legislation, regulation or legal activities in the state.
- Responds to any other requests of the state council director.
- Attends state leadership conference and state council meetings to assure representation for this critical area of responsibility.

**Benefits:**

- Complimentary Full Registration to a SHRM Legislative Conference (travel and accommodations at the responsibility of the individual)
- Complimentary Full Registration to MISHRM Conference
- Recognition and headshot on website
- \$250 annually to use toward professional development or SHRM Legislative Conference travel.
- Complimentary VLBM events and networking, MISHRM state and national

## **MEMBERSHIP DIRECTOR**

### **Purpose:**

Provide leadership to membership activities in chapters, particularly assuring that chapter membership directors have access to resources necessary to recruit at-large SHRM members to chapters, local chapter members only to SHRM, and non-affiliated HR professionals to both organizations. Provide leadership to member engagement/retention measurement and strategies of chapters.

### **Responsible To:**

MISHRM Executive Council State Director

### **Requirements:**

- Must be a SHRM member in good standing. SHRM Certification highly desirable.
- Appointment is made by the state council director.
- Serves a two-year term beginning the first day of January and ending the last day of December. May be reappointed for two additional two-year terms for a total service of six years.

### **Responsibilities and Expectations:**

- Provide leadership to chapter membership directors in all areas of membership responsibility.
- Assure that chapter membership directors have access to best available resources for member recruitment and retention.
- Track and report to state council statewide and chapter membership growth and other relevant membership data (e.g., demographic data on members).
- Track and report to state council statewide and chapter member retention rates.
- Collect successful membership recruitment/retention initiatives to share with chapter membership directors.
- Provide forum - e.g. state council meetings, conference calls - for chapter membership directors to discuss membership issues and share successful recruiting/retention practices.
- Serve as a resource for those chapters struggling to meet minimum standards in SHRM membership to assure that chapters are not disaffiliated for not meeting this requirement.
- Encourage uniform membership requirements for all chapters based on the SHRM model for membership qualifications.
- Attends state leadership conference and state council meetings to assure representation for this critical area of responsibility.

### **Benefits:**

- Complimentary Full Registration to a SHRM Conference (travel and accommodations at the responsibility of the individual)
- Complimentary Full Registration to MISHRM Conference
- Recognition and headshot on website
- Travel stipend for in-state travel to chapter events based on yearly budgeted amount.
- \$250 annually to use toward professional development or SHRM Annual Conference travel.
- Complimentary VLBM events and networking, MISHRM state and national

### **SHRM FOUNDATION DIRECTOR**

**Purpose:**

Connects SHRM Foundation goals to chapter events and State Conference.

**Responsible To:**

MISHRM Executive Council State Director

**Requirements:**

- Must be a SHRM member in good standing. SHRM Certification highly desirable.
- Appointment is made by the state council director.
- Serves a two-year term beginning the first day of January and ending the last day of December. May be reappointed for two additional two-year terms for a total service of six years.

**Responsibilities and Expectations:**

- Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Reports to the state director on a regular basis concerning activities regarding the foundation throughout the state.
- Promotes engagement with the SHRM Foundation.
- Attends state leadership conference and state council meetings to assure representation for this critical area of responsibility.

**Benefits:**

- Mileage reimbursement & complimentary Full Registration to MISHRM Conference
- Complimentary hotel room for duration of MISHRM Conference
- Recognition and headshot on website
- \$250 annually to use toward professional development
- Complimentary VLBM events and networking, MISHRM state and national

## **WORKFORCE READINESS DIRECTOR**

### **Purpose:**

Monitors and evaluates on a continuing basis state and local activities concerning workforce readiness issues, and works with chapter workforce readiness advocates to plan and encourage chapter involvement and activities impacting the workforce readiness arena. Presents a report or update to the state council director and members on workforce readiness developments, issues, and/or initiatives.

### **Responsible To:**

MISHRM Executive Council State Director

### **Requirements:**

- Must be a SHRM member in good standing. SHRM Certification highly desirable.
- Appointment is made by the state council director.
- Serves a two-year term beginning the first day of January and ending the last day of December. May be reappointed for two additional two-year terms for a total service of six years.

### **Responsibilities and Expectations:**

- Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Serves as advocate for workforce readiness on state council and at other professional meetings and assists chapters in coordinating programs and other chapter activities on workforce readiness.
- Identifies and evaluates issues which impact workforce readiness and develop goals for state council strategy.
- Provides reports on issues to state council members and serves as advocate at state council activities for workforce readiness programs.
- Serves as a resource for state council on workforce readiness issues and provides leadership to the chapters on these issues.
- Monitors state and local activities concerning workforce readiness, workforce investment authorization, welfare-to-work, and education partnerships. Provides timely information on these issues to his/her state council director.
- Works with the SHRM staff liaison on workforce readiness issues.
- Develops and supports workshops and seminars which address workforce readiness initiatives and issues.
- Provides special recognition for chapter members and for state and local programs that provide betterment of the workforce.
- Responds to any other requirements of the state council director and SHRM staff liaison for workforce readiness.
- Attends state leadership conference and state council meetings to assure representation for this critical area of responsibility.

### **Benefits:**

- Complimentary SHRM Speciality Credential of choice (includes renewal credits)
- Complimentary Full Registration to MISHRM Conference (travel and accommodations are the responsibility of the individual)
- Recognition and headshot on website
- \$250 annually to use toward professional development or SHRM Annual Conference travel.
- Complimentary VLBM events and networking, MISHRM state and national

## **DISTRICT DIRECTOR**

### **Purpose:**

The District Director is a direct liaison of support for all things relative to the lively success in a local chapter while representing the state council and working closely with the director and each chapter leader. The district director is an integral part of the MISHRM state core leadership directors and is a direct succession to the Director role (voting procedures do apply).

### **Responsible To:**

MISHRM Executive Council State Director

### **Requirements:**

- Must be a SHRM member in good standing and local chapter member.
- HRCI AND/OR SHRM Certification preferred.
- Appointment is made by the State Council Director.
- Serves a two-year term beginning the first day of January and ending the last day of December. May be reappointed for two additional two-year terms for a total service of six years.

### **Responsibilities and Expectations:**

The role will likely absorb approx. 10-15 hours per month on average throughout the course of the year and does include regular travel within the designated region. As a result of this role, you are provided a complimentary MISHRM registration and opportunities to attend other SHRM events. There will be a small budget provided to assist in the expectations of the role, please complete and follow the MISHRM expense report policy. We ask that you commit to the annual CLA expectations that are posted to the website in addition to the details of the job description as shown below:

- Attend New President Orientation in January
- Schedule and hold 1 on 1 introduction to MISHRM success with each chapter president by 2/1, annually
- Facilitate at the state sanctioned VLBM (details will vary) held 2x per year
- Be the liaison between your chapter leaders and the Resource Partners to drive an understanding of value between the two
- Develop relationships and team building throughout your designated region, a minimum of 1x per year
- Establish regional goals by 3/1 and provide updates at your attendance on quarterly core leadership director meetings
- Be a conduit to work with designated RP event & education team to provide educational opportunities and networking opportunities in your region (details will vary)
- Support and remind your chapter leaders with SHAPE, CLIF, Excel and Pinnacle completions (to include the annual membership audit)
- Support the chapter leaders goals, i.e. Membership growth, certification growth, etc. to determine goals and drive goals

### **Benefits:**

- Complimentary Full Registration to a SHRM Annual Conference (airfare and meals at the responsibility of the individual)
- Hotel reimbursement for SHRM Annual Conference
- Complimentary Full Registration to MISHRM Conference
- Complimentary Hotel Room at MISHRM Conference Tues-Fri
- Recognition and headshot on website
- Travel stipend for in-state travel to chapter events
- Complimentary VLBM events and networking, MISHRM state and national