

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 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 Council & SHRM North Central Regional Manager

Responsible For: Executive Committee & MISHRM Association Manager/Event Manager

Requirements:

- Must be a SHRM member in good standing.
- 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 over meetings of the Council.
- 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 State Council Achievement Plan (SCAP).
- Coordinates Rewards and Recognition Program for the MISHRM Council.
- 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.
- Serves as a voting member of the MISHRM Council.

- Prepares regular reports for the Regional Team, regional council and/or the SHRM Board as required. Reports may include activities of chapters and the membership within the state. This would include, but is not limited to, minutes of council meetings.
- Performs other duties as assigned.

Benefits:

- 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 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.

IMMEDIATE PAST STATE DIRECTOR - MISHRM 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 State Director **Responsible For:** Sharing historical information

Requirements:

- Must be a SHRM member in good standing.
- 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.; MISHRM Leadership 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. Provides a written quarterly report to the current status of goal and objective attainment.
- Directs special projects as assigned by the State Director.
- Assists in the identification, recruitment and selection of future council leaders.
- Oversees 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 Award.
- Serves as a voting member of the MISHRM Council.
- Performs other duties as assigned.
- Oversees and leads statewide volunteer award program.

Benefits:

- Complimentary hotel room for duration of MISHRM Conference
- Complimentary Full Registration to MISHRM Conference
- Complimentary Full Registration, airfare, meal expenses and hotel for SHRM National Conference.
- \$500 annually to use toward professional development
- Recognition and headshot on website and in conference program

STATE DIRECTOR-ELECT - MISHRM 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 State Director **Responsible For:** Event coordination and the RP program

Requirements:

- Must be a SHRM member in good standing.
- HRCI AND/OR SHRM Certification preferred.
- Served in a volunteer role of MISHRM state council 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 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 the DDs in planning the annual MISHRM Leadership Conference; 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 Awards and Recognition Program for the Executive Committee.
- Assists Executive Committee in conjunction with the MISHRM Membership Director and SHRM Regional Manager to identify and assist interested parties in affiliating as SHRM chapters in Michigan.
- 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.

- Provides for execution of regional and national SHRM Board decisions.
- Monitors and completes the minimal required activity related to your area of responsibility to achieve a Superior Merit Award.
- Serves as a voting member of the MISHRM Council.
- Performs other duties as assigned.

Benefits:

- 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 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.

MISHRM TREASURER

Purpose:

To manage the financial operations of the MISHRM Council.

Responsible To:

MISHRM State Director

Requirements:

- Must be a SHRM member in good standing.
- 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 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:

- 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 Executive Committee for approval each year.
- Maintains all financial records of MISHRM as required by law. Completes and mails all required tax forms.
- Executes and oversees tax preparation.
- Reviews and pays all appropriate invoices submitted by MISHRM council members and designated conference liaisons.
- Reviews the accounting and recordkeeping policies and procedures. Recommends changes as required to protect and ensure the financial health of the Council.
- Works with bookkeeper on all Quickbooks functions and management.
- 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.
- Serves as a voting member of the MISHRM Council.
- Performs other duties as assigned.

Benefits:

- 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 for SHRM National Conference.
- \$500 annually to use toward professional development.

MISHRM SECRETARY

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.

Responsible To:

MISHRM State Director

Requirements:

- Must be a SHRM member in good standing.
- 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 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. Distributes appropriately including posting to the website. Updates and distributes MISHRM Council roster as often as changes are needed but on a minimum quarterly basis. Distributes appropriately including posting to the website.
- Works with State Director to prepare and distribute meeting packets one week before Executive Council 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, etc.)
- Recommends new or revised policies, procedures, templates, etc. for organizational effectiveness.
- Prepares and coordinates the balloting process for officer election.
- Works with MISHRM association manager on development and maintenance of 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.
- Monitors and completes the minimal required activity related to your area of responsibility to achieve a Superior Merit Award.
- Serves as a voting member of the MISHRM Council.
- Performs other duties as assigned.

Benefits:

- 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 for SHRM National Conference.
- \$500 annually to use toward professional development.

FUNCTIONAL DIRECTORS

RESOURCE PARTNER PROGRAM MANAGER

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 State Director & MISHRM Association Manager

Requirements:

- Must be a SHRM member in good standing. SHRM Certification highly desirable.
- 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
- Coordination of quarterly giveaway programs
- Work with MISHRM Association Manager for creative ways for Resource Partner exposure
- Follow up with Resource Partners on benefits available
- Attends state leadership conference and state council meetings to assure representation for this critical area of responsibility.

SOCIAL MEDIA MANAGER

Purpose:

Responsible for overseeing execution of social media functions.

Responsible To:

MISHRM 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. Hotel and registration covered for the State Conference.

WEBSITE SHARED SERVICES – 2021 *elimination of position*

CORE LEADERSHIP

CERTIFICATION DIRECTOR

Purpose:

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

Responsible To:

MISHRM Council 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 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:

- 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.

COLLEGE RELATIONS DIRECTOR

Purpose:

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

Responsible To:

MISHRM Council 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 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:

- 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.
- 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.

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 Council 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 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:

- 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.

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 Council Director

Requirements:

- Must be a SHRM member in good standing. SHRM Certification highly desirable.
- 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:

- 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.

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 Council Director

Requirements:

- Must be a SHRM member in good standing. SHRM Certification highly desirable.
- 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:

- 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.

SHRM FOUNDATION DIRECTOR

Purpose:

Connects SHRM Foundation goals to chapter events and State Conference.

Responsible To:

MISHRM Council Director

Requirements:

- Must be a SHRM member in good standing. SHRM Certification highly desirable.
- 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:

- 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.

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 Council Director

Requirements:

- Must be a SHRM member in good standing. SHRM Certification highly desirable.
- 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:

- 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.