



Michigan Council of SHRM
established in 1988
*Dedicated to providing service, leadership and
development opportunities in Michigan.*



2010 Professional Development of Directors

Purpose:

This document outlines the acceptable use of budgeted Professional Development Dollars for MISHRM Directors.

Application:

This applies to all core leadership and functional directors including: College Relations, Communication/Technology, District Directors, Diversity, Government Affairs, HR Certification Institute, Membership, SHRM Foundation, State Conference Liaison, Workforce Readiness.

Amount: Each director will be awarded \$500 for use.

Acceptable Use: Professional development activities must be sponsored by SHRM or MISHRM or directly achieve an action required on the SHAPE plan. Examples of acceptable use include (but are not limited to): MISHRM State Conference, HR Certification (or prep course), SHRM online courses, SHRM Conferences, etc.

Payment: Payment will be made to Directors on a reimbursement basis with appropriately documented receipts. All expenses must occur and be requested for reimbursement within the current calendar year. Expense reimbursement shall be submitted to the MISHRM Treasurer on a MISHRM expense report. Any expense in excess of \$500 will be the responsibility of the Director.

Development (in addition to the \$500 allowed above):

- **HR Games (Regional):** The Director of College Relations will receive expense reimbursement for travel to the Regional HR Games and one night hotel expense.
- **SHRM Legislative Conference:** SHRM pays the conference registration for our Legislative Affairs Director to attend this conference. MISHRM will pay airfare, hotel, and expenses.
- **MISHRM Conference:** The State Conference Liaison will receive a complimentary registration and should receive a complimentary hotel room, if available (second to the conference chair(s)).
- **SHRM Leadership:** Payment of airfare, hotel and conference expenses will be limited to those Directors who have not attended previously. The exception includes those Directors sponsored by SHRM (historically this is Membership).