



**Human Resources Association
of Greater Detroit**

PRESIDENT

Position Summary:

Provide leadership to the local chapter consistent with state, area, and national Society policy, strategies and objectives. Effectively operate and manage the chapter so that the needs of the members are met. Perform other duties as required by the local chapter's bylaws. Serve as a voting member of the State Council.

Responsible To:

The members of the chapter
The State Council Director

Responsibilities:

- Conduct the business of the chapter in accordance with the chapter bylaws and serve as chairperson of the chapter's Board of Directors.
- Preside over the activities of all officers and directors, as well as standing committees, to ensure the accomplishment of chapter goals, objectives, and strategies, including monthly contact with officers to review activities and discuss problems that may exist.
- Monitor the use, accounting, and handling of the chapter funds, including the review of monthly bank and investment statements.
- Chair all meetings of chapter officers and members.
- Chair all meetings of chapter Board of Directors, including preparation and distribution of an agenda prior to all meetings.
- As Chair of Bylaws Committee, review bylaws and recommend any needed changes to Board of Directors for a vote and chapter approval.
- Obtain plaques/gifts for outgoing board members. Present at the annual meeting in May.
- Host and/or coordinate annual holiday party for board of directors.
- Provide updates on chapter activities to the Advisory Panel in October and April during term year.
- Oversee Board Buddy program ensuring new board members are paired with current board members, board buddy letters are prepared and distributed, etc.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter, including preparation of the chapter goals and objectives for the term year.
- Oversee balloting for the Board of Directors' elections and conduct the election of new officers.
- Working with the President Elect, identify board members for the nominating committee. The nominating committee should be announced at January Board meeting and is charged with the responsibility of identifying future Board candidates.
- Represent the chapter in the Human Resources community.
- Attend State Council meetings and actively participate in State Council matters. Provide information to State Council as an elected representative of the chapter. Appoint proxy to attend State Council meetings when unable to attend.
- Maintain a current, active SHRM membership.
- Maintain communication with the State Council Director and the SHRM Area Manager.
- Communicate state, area and/or national goals, policies, and programs to chapter members. Represent the State Council to local chapter leaders and the membership.

- Represent HRAGD at conferences: MISHRM State Conference, SHRM National Conference, SHRM Leadership Conference
- Assist/counsel President Elect on CAP Plan/Work with CMP on invitations for Senior Reception/Prepare and present variety of reports for SHRM/MISHRM and HRAGD
- Prepare/present/facilitate new Board Member Orientation/Board Buddy Program

Requirements:

- Must be an SHRM member in good standing elected by the chapter membership.
- Certification as PHR, SPHR, and/or GPHR strongly preferred.

Resources Available:

- SHRM supplies the following resources for Chapter Presidents
 - Chapter Achievement Plan
 - Chapter Best Practices
 - Chapter Financial Support Program
 - Chapter Position Descriptions
 - Guide to Chapter Financial Management
 - Member Madness Program
 - SHRM-Approved Graphics
 - SHRM Leaders Guide
 - SHRM Strategic Planning Toolkit
 - Succession Planning for Your Chapter Board of Directors
 - And MUCH MORE...available online at
 - <http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>
 - <http://www.parliamentarians.org/parlipro.htm#Roberts>
 - <http://www.afge3d.org/rulesintro.html>