



President Elect

Position Summary:

Studies NCSHRM Council operations to assume the role as successor to the NCSHRM President. Works with the state council director to establish policy, strategies and objectives consistent with SHRM Board policies. Provides guidance to elected and volunteer staff who are responsible for accomplishing state and SHRM objectives

Responsible To:

- The State Council President

Responsibilities:

1. In the absence of the state council director, manages the affairs of the council
2. Provides leadership and oversees the activities of designated state committees
3. Promotes the state council and the profession by personal appearances and speaking engagements before SHRM chapters and other organizations within the state
4. Assists with the development of succession planning for the NCSHRM State Council
5. Recommends new or revised policies or procedures or organizational changes to increase organizational effectiveness
6. Assists with SHRM State Council requirements as needed
7. Performs other duties as assigned in support of NCSHRM and the NCSHRM Director

Requirements:

1. Must be an SHRM member in good standing. SHRM Certification highly desirable.
2. Nominated by the state council director and elected by the governing body of the state council.

Term of position: 2 years

Voting member: Yes

Committee Lead: Yes, Executive Committee

Attends all NCSHRM State Council meetings, Executive Committee meetings and other meetings as requested



Treasurer

Position Summary:

Directs the financial affairs of the council. Serves as financial advisor and ensure the council's financial health. Maintains all financial records.

Responsibilities:

- Serve as a voting member of the state council and is responsible for attending and participating in all meetings of the council.
- Maintain all financial records of the state council required by law or SHRM.
- Assess the financial implications of proposed actions by the council. Observe the financial direction of the council. Recognize possible financial problems and bring such problems to the attention of the council for action.
- Receive, hold and safeguard in the capacity of trustee and financial agent, all funds for the council. Disburse such funds only for normal and usual uses unless the council otherwise directs.
- Prepare, interpret and disseminate periodic financial status reports for approval by the state council.
- Prepare the annual budget of revenue and expenses and submit same for state council approval at its first meeting each year.
- Review the state council's accounting and record keeping policies and procedures. Recommend or implement changes as indicated to protect and ensure the financial health of the council.
- Review the state council's accounting and record keeping policies and procedures. Recommend or implement changes as indicated to protect and ensure the financial health of the council.
- Perform other duties as assigned by the state council president.

Requirements:

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

Term of position: 1 year

Voting member: Yes

Committee Lead: Yes, finance committee

Attends all NCSHRM State Council meetings, Executive Committee meetings and other meetings as requested



Secretary

Position Summary:

Prepare the proceedings of all state council meetings, take minutes, and maintain the records.

Responsibilities:

- Serve as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Ensure records accurately reflect business matters and prepare reports associated with council meetings and activities.
- Prepare minutes of council meetings and ensure appropriate distribution including copies to other council members and the SHRM Regional Team.
- Recommend new policies and procedures to increase organizational effectiveness.
- Perform other duties as assigned by the state council president.

Requirements:

- Must be an SHRM member in good standing.

Term of position: 1 year

Voting member: Yes

Committee Lead: No, may coordinate with appointed Assistant Secretary

Attends all NCSHRM State Council meetings, Executive Committee meetings and other meetings as requested



Diversity and Inclusion Director

Position Summary:

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.

Responsibilities:

- Serve 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.
- Contributes relevant and timely content for this area monthly to NCSHRM communications
- Develop and work with the chapters' diversity directors to ensure they have information and materials to promote diversity and inclusion
- Develop and distribute information to the state council and chapters within the state on diversity and inclusion
- Be available for presentations if and when appropriate, or help to identify programs or speakers for conferences or chapter programs
- Coordinate efforts in developing diversity and inclusion initiatives for state council 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 SHRM Diversity Conference

Requirements:

Term of position: 1 Year

Voting member: Yes

Committee Lead: Yes, DE&I Committee

Attends all NCSHRM State Council meetings and other meetings as requested



Assistant Treasurer

Position Summary:

As Assistant Treasurer for NCSHRM, this position will serve to help manage, oversee and maintain the Council financial affairs, including the annual state conference, with accuracy, detail and transparency. This position is instrumental in the completion of projects to help NCSHRM implement best practices for effective operations and maintain good financial health.

Responsibilities:

- Serve as a voting member of the state council and is responsible for attending and participating in all meetings of the council (i.e. Quarterly Meetings)
- Assist with maintaining financial records of the state council required by law or SHRM.
- Under the direction of the Treasurer, act as a financial agent for the Council to complete financial transactions to disburse or deposit funds from Council bank accounts as requested
- Prepare, interpret and disseminate periodic financial status reports for approval by the state council
- May assist with the preparation of the annual budget of revenue and expenses and submit same for state council approval at its first meeting each year
- Review the state council's accounting and record keeping policies and procedures. Recommend or implement changes as indicated to protect and ensure the financial health of the council
- Perform other duties as requested by the Treasurer or State Council Director

Requirements:

- Must be a SHRM member in good standing
- Prior Chapter President or Chapter Treasurer experience preferred

Term of position: 1 Year

Voting member: Yes

Committee Lead: No

Attends all NCSHRM State Council meetings and other meetings as requested



Awards

Position Summary:

The Awards Director coordinates NCSHRM's recognition and awards program. The awards include:

- The Clay Smith Humanitarian Award
- NC Hall of Fame Lifetime Achievement Award
- The Dick Peoples HR Professional of the Year
- The NCSHRM Distinguished Professional Chapter Award

Requirements:

- Must be an SHRM member in good standing
- Prior experience with vendor/sponsor relations and financial asks helpful

Term of position: 1 Year

Voting member: No

Committee Lead: Yes, Awards Committee

Attends all NCSHRM State Council meetings and other meetings as requested



Sponsorship/Partnership Director

Position Summary:

Solicits sponsorships for the state council to include meetings, special projects, and conferences. Seeks out partnerships for the state council which provide resources and/or financial support. Collaborates with state conference sponsorship chair to coordinate requests/asks from potential sponsors.

Responsibilities:

- Serve as a voting member of the state council and is expected to attend and participate in all meetings of the council
- Solicit Corporate/Private Funds or Services for state council activities
- Participate in State Council Financial Functions and work with other Council members to identify where sponsorships will help defray cost
- Collaborate with State Conference Sponsorship Chair/Committee to coordinate vendor/sponsor activities together for State Council and Conference
- Look at other state councils to see if they have successful practices they have used to ensure adequate sponsorship financial support
- Investigate other potential partners for the state council.

Requirements:

- Must be an SHRM member in good standing
- Prior experience with vendor/sponsor relations and financial asks helpful

Term of position: 1 Year

Voting member: No

Committee Lead: Yes, DE&I Committee

Attends all NCSHRM State Council meetings and other meetings as requested



DISTRICT DIRECTOR

The State Council District Director serves as a SHRM representative for a designated geographical district within the State of North Carolina. He/she provides leadership and communication to chapter boards in respect to Council goals and objectives, while promoting SHRM membership among practicing members and other individuals supportive of the HR profession.

Term of Office

Appointed by the State Council President with approval of the Executive Committee. Serves a 2-year term beginning the 1st day of January and ending the 31st day of December. May be reappointed for two additional 2-year terms. May not be appointed to serve more than six years consecutively in the same position.

Duties and Responsibilities:

Core:

- Be a chapter-affiliated SHRM member in good standing.
- Uphold the Council mission, vision, and values.
- Be an active Council member, attending all scheduled council meetings and conferences.
- Be prepared at the meetings, asking critical questions and helping the Council come to agreement in
 - making decisions that affect the Council's membership.
- Participate in the development of and implementation of short- and long-term strategic planning.
- Know and/or build personal knowledge about the Council and its governing bylaws.
- Stay informed of trends in the HR field and timely issues affecting members and communities.
- Provide contacts and resources to help the Council grow and develop as an organization.
- Abstain from activities that may appear to create a conflict of interest; follow the SHRM Code of Ethics.
- Maintain confidentiality, as appropriate, of Council issues and membership data.
- Promote and encourage local chapter involvement in NCSHRM.
- Promote Council and SHRM goals, objectives and activities among practicing members of the HR profession.

Council:

- Serve as the SHRM representative for a designated geographical district within the State of North Carolina.
- Plan and organize the annual Volunteer Leadership Conference for state council and chapter leaders to include program selection, fundraising, attendee marketing, venue logistics, and customer service.
- Review program evaluations from previous conference for feedback to be used in planning future sessions.
- Promote the Leadership Conference within the chapters
- Identify individuals who demonstrate effective leadership roles within his/her district for potential leadership involvement on the council and report it to Nominating Committee.

- Report to the State Council President-elect on a regular basis on chapter/member activities, accomplishments, and opportunities within his/her assigned area.
- Develop and facilitate two-way communication between chapters and the state council.
- Submit expense reports to State Council President-Elect for approval prior to submission to the Treasurer for payment.
- Report on regular basis concerning activities, accomplishments, and opportunities.
- Complete other assignments as requested by the Executive Committee.

State Conference:

- Serve to promote the annual State Conference and encourage chapter promotion of conference.

Chapters:

- Maintain regular contact with assigned chapters.
- Attend chapter board or member meetings on a regular basis.
- Work with chapter leaders to incorporate state and SHRM goals into local chapter activities.
- Promote and encourage chapters to submit nominations to Council for annual award programs such as HR Professional of the Year.
- Promote SHRM membership among members and other individuals supportive of the HR profession.
- Assist, promote and encourage chapter involvement in the SHRM merit award programs (SHAPE).
- Provide chapter presidents with promotional material relating to the Leadership Conference to disseminate within their volunteer leaders, including program highlights.
- Make presentations to chapters and other interested parties regarding NCSHRM, upon request.
- Ensure effective transfer of chapter leader knowledge during chapter board transition.

SHRM:

- Assist the Executive Committee in establishing policy, strategy, goals, and objectives consistent with those of SHRM, upon request.
- Identify and assist in the development of new SHRM professional chapters, as needed.
- Previous experience as a chapter president required.
- Certification by the HR Certification Institute or SHRM highly desirable.
- Knowledge of Roberts Rules desirable.

Knowledge and Skills:

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| <ul style="list-style-type: none"> ■ Financial Management & Budgeting ■ Planning/Analysis ■ Problem Solving/Decision Making ■ Creativity ■ Oral/Written Communication ■ Effective Listening ■ Technically Savvy | <ul style="list-style-type: none"> ■ Make Decisions in the Absence of Consensus ■ Build Consensus /Encourage Open Discussion ■ Recognize Potential Problems or Omissions ■ Delegate/Empower Others ■ Manage Multiple Responsibilities ■ Tact/Interpersonal Ability ■ Maintain a Professional Presence |
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Abilities:

- Work with Diverse Personalities/Motivate Others



College Relations Chair

Position Summary:

Assists and promotes student chapter activities within the state. Communicates state and SHRM goals and policies relative to student chapters and student membership to the chapters in the state

Responsibilities:

- Serve as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Serve as a liaison between student chapters within the state and the state council.
- Promote the formation of new student chapters within the state by identifying potential sites and working with local professional chapters to develop these sites.
- Serve as a communications link between student chapters and SHRM's Student Program Manager in disseminating information relative to student programs, scholarships, certification, student conferences, etc.
- Encourage participation of student chapters in NCSHRM annual student conference
- May coordinate a state student conference or promote student activities at professional conferences within the state, region or at the SHRM Annual Conference and Exposition.
- Work with both faculty advisors and local professional chapter presidents to encourage student participation in local professional chapter meetings.
- Encourage professional chapters and state council to offer assistance to student members through scholarship programs, internships, special student activities, or sponsorship at local, state, or national conference.
- Encourage professional chapters and the state council to develop recognition programs for faculty advisors including, but not limited to, sponsorship at local, state, or SHRM conferences.
- Provide guidance/direction to faculty advisors and chapter student representative relative to organization of new chapters, integration of Student Merit Award Program into student chapter activities, and opportunities for integration of student and professional chapter goals.
- Encourages student participation in SHRM publications and in awards programs.
- Hold a volunteer position during student competitions.
- Should be able to visit student chapters throughout the state and attend state conference

Requirements:

- Must be an SHRM member in good standing.

Term of position: 1 Year

Voting member: Yes, College Relations Committee

Attends all NCSHRM State Council meetings and other meetings as requested



Military Liaison

Position Summary:

Provides support to the military liaison effort in chapters throughout the state; represents the state council with military support groups; communicates with chapters to determine what they need; demonstrates a passion for veterans and related military affairs.

Responsibilities:

- Report on military workforce issues to chapters and serve as advocate for chapter education programs
- Promote and serve as a resource for chapters on military workforce issues and provide leadership to the chapter on education issues
- Monitor statewide activities concerning military workforce and provide timely information on education issues to the State Council
- Develop and support workshops and seminars that address military workforce issues
- Provide special recognition for chapters/chapter members and for local programs that promote betterment of the local military workforce
- Respond to any other requirements of the State Council Director
- Participate in the development and implementation of short-term and long-term strategic planning for the State Council regarding military workforce initiatives
- Represent the State Council in the human resources community
- Provide quarterly status report to the State Council
- Develop future leader to fill role as part of succession planning
- Attend State Council meetings.

Requirements:

- Must be an SHRM member in good standing.

Term of position: 1 Year

Voting member: No

Committee Lead: Yes, Military Liaison Committee

Attends all NCSHRM State Council meetings and other meetings as requested



Certification Chair

Position Summary:

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

Responsibilities:

- Serve as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Report to the president on a regular basis concerning activities promoting certification throughout the state.
- Promote the certification of human resource professionals through SHRM.
- Promote the formation of chapter study programs to facilitate the certification of chapter members.
- Promote the partnering of chapters and universities to conduct certification preparation courses using the university-based SHRM Learning System.
- Encourage the certification of council members.
- Develop communication programs in and about certification (e.g. topical, process, recertification, issues, etc.).
- Handles certification credits for the annual state leadership conference and other council activities as needed; may need to assist with state conference as well.
- Coordinates with program developers to ensure needed certification materials are submitted as needed.

Requirements:

- Must be an SHRM member in good standing.
- Must hold current SHRM-SCP or SHRM-CP certification

Term of position: 1 Year

Voting member: Yes

Committee Lead: Yes, Certification Committee

Attends all NCSHRM State Council meetings and other meetings as requested



SHRM Foundation Director

Position Summary:

Represent the interests of and serves as an advocate for the SHRM Foundation and its activities for the State Council.

Responsibilities:

- Serve as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Educate the chapters and the state council regarding the purpose and ongoing activities of the SHRM Foundation.
- Encourage chapters and the state council to contribute financially to the SHRM Foundation as a show of support for the human resources profession.
- Advise and update the state council and chapters of the Foundation's activities and fund-raising needs.
- Develop and administer fund raising activities and various state council functions.

Requirements:

- Must be an SHRM member in good standing

Term of position: 1 Year

Voting member: Yes

Committee Lead: Yes, SHRM Foundation and Scholarships Committee

Attends all NCSHRM State Council meetings and other meetings as requested



Membership Director

Position Summary:

Provides 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. Provides leadership to member engagement/retention measurement and strategies of chapters.

Responsibilities:

- 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:
 - At-large members to chapters
 - Local members only to SHRM
 - Non-affiliated professionals to both organizations
 - Engagement/retention of current chapter members
- 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 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
- Attend state leadership conferences and state council meetings to assure representation for this critical area of responsibility

Requirements:

- Must be an SHRM member in good standing.
- Must hold current SHRM-CP or SHRM SCP certification

Term of position: 1 Year

Voting member: Yes

Committee Lead: Yes, Membership Committee

Attends all NCSHRM State Council meetings and other meetings as requested



Government Affairs Chair

Position Summary:

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

Responsibilities:

- Serve as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Attend SHRM's annual Legislative Conference and participates/organizes hill visits.
- Coordinates and promotes NCSHRM's annual legislative advocacy event for chapter members to become educated on HR related legislative issues and perform advocacy activities.
- Present legislative updates at chapter meetings and state conferences as requested.
- 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 headquarters staff.
- Work 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, initiate action in response to legislation, regulation or legal activities in the state.
- Work to develop relationship with appropriate state chamber of commerce government affairs representative.
- Respond to any other requests of the state council president

Requirements:

- Must be an SHRM member in good standing.

Term of position: 1 Year

Voting member: Yes

Committee Lead: Yes, Government Affairs Committee

Attends all NCSHRM State Council meetings and other meetings as requested



Communications Chair

Role Summary:

The Chair will develop and implement an effective communications strategy using all communication channels optimally to promote and present our state conference and all other Council events and activities on a timely basis. This role, in collaboration with the Communications Committee will work to educate other state council members and chapter leaders about the NCSHRM communication function and communication channels used by State Council. The Communications Chair provides direction and leadership to the NCSHRM Communication Committee and coordinates the activities of the team to accomplish the following on behalf of NCSHRM:

Email Communications

- Manage NCSHRM MailChimp account to maintain email audience lists
- Develop and distribute timely NCSHRM email news communications as needed using pre-formatted template
- Newsletter – provide support and guidance to the NCSHRM newsletter editor to ensure timely and relevant information to State Council members is curated and distributed monthly in the NCSHRM e-newsletter

Emailbox monitoring and maintenance

- Monitor communications@ncshrm, info@ncshrm, and conference@ncshrm mailboxes. Provide timely internal and external customer service to appropriately respond to email messages and direct inquiries as needed.

Social media

- Identify or develop and schedule regular posts across all platforms to include conference promotions, SHRM information, and other NCSHRM event promotions

Website

- Perform routine updates to website content including conference microsite, news feeds, page updates, form creation and events/registration setup and management
- May coordinate elevated website maintenance with third party as necessary

Other Duties

- Maintain NCSHRM Communication related documents in Boardable for continuity and historical information purposes
- Perform other duties as assigned by the State Council President or President Elect.

Requirements:

- Must be an SHRM member in good standing. SHRM and/or HRCI certification desirable.

Term of position: 1 year

Voting member: No

Committee Lead : Yes, Commuications Committee

Requested to attend all NCSHRM State Council meetings: Yes



Community Relations Chair

Position Summary:

Manage the state council's business and community outreach efforts.

Responsibilities:

- Serve as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Recommend business and community outreach project(s) to be supported by the state council.
- Make state council and chapters aware of community organizations that would be beneficial to HR professionals or businesses.
- Provide information to chapter members about local business and community organizations through flyers or brochures at meetings or via newsletter articles if appropriate.
- Maintain liaison with the local Chamber of Commerce, business organizations, business news writers, and other community groups.
- Serve as liaison between members of the community relations committee.
- Participate in the development and implementation of short-term and long-term strategic planning for the council.
- Represent the state council in the human resources community.

Requirements:

- Must be an SHRM member in good standing.

Term of position: 1 Year

Voting member: No

Committee Lead: Yes, DE&I Committee

Attends all NCSHRM State Council meetings and other meetings as requested



Immediate Past President

Position Summary:

Serve as a member of the state council providing the continuity of leadership, immediately following term as President. Chair of the Council Nominating Committee. Provide advice and counsel to the state director

Responsibilities:

- Serve as a voting member of the state council and is expected to attend and participate in all council meetings.
- Chair the Council Nominating Committee.
- Assist in the identification, recruitment and selection of future council leaders.
- Prepare reports and related material for the state council director as a function of providing guidance.
- Represent the council to SHRM chapters and the public as required.
- Complete the SHAPE for national SHRM to ensure the State Council maintains high achievement level on SHRM standards.

Requirements:

- Must be an SHRM member in good standing.

Term of position: 2 Years

Voting member: Yes

Committee Lead: Yes, DE&I Committee

Attends all NCSHRM State Council meetings and other meetings as requested

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Programs Chair

Position Summary:

Serve as a member of the state council providing leadership and coordination of NCSHRM sponsored programs and events.

Responsibilities:

- Provides leadership to the Programs Committee
- Identifies potential speakers for Leadership Conference, Government Affairs Conference, Diversity, Equity and Inclusion Events
- Participates as a key volunteer leader of the NCSHRM State Conference Planning Committee to coordinate a call for speakers, speaker vetting and selection and input to schedule as required.
- Works collaboratively with NCSHRM Certification Chair to submit all programs for SHRM and HRCI credits
- Develops and manages NCSHRM Speaker Bureau

Requirements:

- Must be an SHRM member in good standing.

Term of position: 1 Year

Voting member: No

Committee Lead: Yes, Programs Committee

Attends all NCSHRM State Council meetings and other meetings as requested