



## Position Description

### **PRESIDENT**

#### **SUMMARY OF RESPONSIBILITIES:**

Provides leadership to the chapter ensuring chapter goal, objectives and strategies meet member needs. Performs duties required by chapter by laws. Serves as a voting member of Indiana SHRM State Council.

#### **TIME COMMITMENT:**

Attend monthly board and chapter meetings (four hours per month); minimal time each month for meeting agenda preparation and distribution; other related meetings as needed; availability to handle issues/problems on a frequent basis (2 hours per month). Attends quarterly SHRM State Council Meetings (approximately 8 hours per quarter including drive time). Attend SHRM Leadership Conference (3 days).

#### **SPECIFIC DUTIES:**

1. Conducts the business of the chapter in accordance with the chapter by laws and serves as chairperson on the board of directors.
2. Presides at all board and chapter meetings. Schedules monthly board meetings; prepares and distributes agendas. Follows Robert Rules of Order in conducting chapter business.
3. Appoints Committee chairpersons and assures that responsibilities of all standing and ad hoc committees are met to ensure the accomplishment of chapter goals, objectives and strategies.
4. Attends Quarterly Indiana SHRM State Council Meetings and actively participates in state council matters. Provide information to state council as an elected representative of the chapter. Appoint proxy to attend Indiana SHRM State Council meetings when unable to attend.
5. In coordination with the Treasurer and input from the Board of Directors, develops the annual operating budget for approval by the EHRA Board of Directors. Approves monthly expenditures and monitors financial reports. Appoints Audit Committee to perform annual audit.
6. Serves on the Nominating Committee to prepare slate of officers for Annual Membership Meeting.
7. Maintain current active SHRM membership for entire term of office; EHRA pays for annual SHRM membership renewal during term of office. In addition, EHRA will pay for registration at IN State Conference as a benefit for serving as President.
8. Attend SHRM Leadership Conference in November preceding term of office; EHRA pays for conference registration, airfare, lodging and meal expenses.
9. Attend National SHRM Conference; EHRA pays for conference registration, airfare, lodging and meal expenses as a benefit for serving as President.
10. Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
11. Attends all board and chapter meetings.
12. Represents the chapter in the Human Resources community.