Position Descriptions for Chapter Officers

1. President
   a. Preside at all meetings of this chapter; shall act as chairperson of the Executive Board; and shall be an ex-officio member of all committees.
   b. Generate and update the annual goals/objectives and MBO statement.
   c. Appoint chairpersons for standing and temporary committees, and shall administer the business of this chapter between regular meetings, exercising authority consistent with the powers given in the bylaws.
   d. Attend monthly College of Business Dean’s Council Meeting
   e. Attend YVHRA Meetings (Board and Membership)
   f. Generate enthusiasm about SHRM throughout CWU
   g. Announce, via e-mail list, the regular meetings of the chapter as well as special chapter events.

2. Vice President/Director of the SHRM Merit Award
   a. Perform the duties of the president in the event of his or her absence, disability or at the president’s request.
   b. If the office of the president becomes vacant, the vice president will temporarily act as president of this chapter. The chapter membership will then nominate and vote on a permanent replacement for the president.
   c. Be responsible for coordinating the quarterly calendar of events for the chapter.
   d. Advise, track and record how chapter activities fit national SHRM Merit Award guidelines.
   e. Keep Executive Board and general membership informed regarding merit status.
   f. Delegate duties throughout board and membership to ensure the chapter receives the Superior Merit Award, and is named as a “Top 10 Student Chapter”.
   g. Submit the Student Chapter Merit Award application to SHRM National.

3. Director of Public Relations
   a. Update SHRM Chapter bulletin board, located on the 1st floor of Shaw-Smyser Hall. This should be done at least quarterly.
   b. Publish at least 9 newsletters per academic year.
c. Prepare flyers for meetings and events. Flyers must be approved for posting by the SUB scheduling center, and must be posted not less than 7 days prior to the meeting or event.
d. Prepare display board and place in north foyer of Shaw-Smyser Hall on meeting days.
e. Contact interested student organizations to advertise upcoming chapter events.
f. Prepare and submit press releases and articles publicizing chapter events to media outlets (Daily Record, Observer, Beacon, etc.)

4. Director of Student Relations-
   a. Welcome new and help retain existing members
   b. Recruit new members by visiting HRM classes, delivering a brief speech and answering questions regarding the benefits of SHRM membership.
   c. Provide forms for joining SHRM National, and assist and mentor students in ways that enrich their chapter membership experience.
   d. Plan and execute the annual membership drive.
   e. Reserve, set up and staff SHRM information table in the SUB, monthly, in an effort to recruit new members.
   f. Maintain graduated student database—to which student information is transferred from the membership database to this alumni database—and record graduating student job placement information, including (minimally) hiring company and position.

5. Director of Professional Relations and Development
   a. Contact and coordinate speakers for chapter meetings.
   b. Identify speakers on various topics of interest to chapter members, formally invite them to present; send a confirmation letter with the time, date, topic and directions to campus; host, schedule audiovisuals, and provide technical assistance as needed the day they present; and send thank you letters after their visit.
   c. Generate the speaker calendar each quarter and maintain a speaker database to keep track of past speakers, topics and chapter members’ evaluation of their presentation.
   d. Identify, plan, and/or coordinate other program opportunities, outside of the regular meeting schedule, such as seminars, workshops, etc.
   e. Identify and communicate on-site opportunities, such as company visits, job shadows, etc.

6. Director of Finance
   a. Gather, distribute, and manage the chapter’s funds.
   b. Establish and adhere to realistic budgets.
   c. Inform Board of funds budgeted for chapter activities prior to planning for the year.
   d. Accurately handle deposits and reimbursements
e. Be aware of current account balance, reporting this balance at Executive Board and general meetings.
f. Maintain separate budgets for special events, such as the annual golf tournament
g. Identify fundraising opportunities.

7. Director of Chapter Information Systems
   a. Develop, maintain and regularly update the chapter Web site, listserv and membership database.

8. Administrative Assistant
   a. Take minutes of meetings
   b. Distribute meeting agenda and previous meeting minutes
   c. Circulate sign-in and sign-up sheets at meetings
   d. Make copies available of relevant announcements, scholarship forms, and any other materials for distribution at chapter meetings.
   e. Distribute all announcements, meeting agenda and minutes for chapter members through the listserv.
   f. Regularly check the chapter e-mail (shrm@cwu.edu), responding to or forwarding messages, as appropriate.

9. Senator (Club Senate Representative)
   a. Attend all Club Senate meetings.
   b. Maintain the good standing of the SHRM chapter.
   c. Bring issues and concerns to/from senate meetings.
   d. Complete and submit all paperwork necessary for student club recognition.
   e. Report any changes of officer to the club senate
   f. Submit paperwork for Civic Engagement Hour
   g. Request Club Senate funds as needed, and as advised.

10. Executive at Large (Special projects position)
    a. Attend all executive board and membership meetings.
    b. Identifying current chapter objectives as specified by the executive board and interests of the position holder.
    c. These objectives may include chapter outreach, identification of conference and educational opportunities, opportunities to interact with and contribute to the community, and work to align chapter and University goals.