



## Washington State SHRM President

### Position Summary:

As the chief officer, establishes policy, strategies and objectives for Washington State SHRM. Provides guidance to volunteer leaders who are responsible for accomplishing state and SHRM objectives. Establishes goals in support of the SHRM mission and objectives.

### Responsible To:

Washington State SHRM Board

### Term:

The President serves a two-year term beginning the first of January and ending the last day of December.

### Key Competencies:

- Leadership & Navigation
- Business Acumen

### Responsibilities:

- Manages the affairs of Washington State SHRM as the chief officer.
- Participates as the state's representative on the appropriate SHRM Regional Council.
- Presides over meetings of Washington State SHRM.
- As appropriate, conducts general membership meetings involving SHRM members within the state. Serves as an ex-officio member of all state committees.
- Provides leadership for Washington State SHRM by:
  - Assigning responsibilities for achieving state and SHRM objectives.
  - Directing the activities, plans and objectives of Washington State SHRM.
  - Evaluating the performance of all appointed board members. Counsels with individuals, as necessary, on ways to improve performance and to provide a maximum contribution toward goals and objectives.
- Develops programs and undertakes activities to promote and support the following core leadership areas as defined by SHRM: Certification, College Relations, Diversity, Legislative Action, SHRM Foundation, Membership and Workforce Readiness. Ensures that such core leadership areas are represented by roles with Washington State SHRM.
- Recommends policy and organizational changes to Washington State SHRM board.
- Provides for implementation and execution of Washington State SHRM board decisions.
- Promotes Washington State SHRM and the HR profession by personal appearances and speaking engagements before SHRM chapters and other organizations.



**Requirements:**

- Must be an SHRM member in good standing. HR Certification highly desirable.
- Experience as a chapter officer strongly preferred.
- Selected by the nominating committee from the current year's board membership per the state bylaws.

**Time Commitment:**

The estimated time commitment for the Director role is roughly 15 – 30 hours per month.



## Washington State SHRM President-Elect

### Position Summary:

Serves as understudy to Washington State SHRM President. Works with Washington State SHRM President to establish policy, strategies, and objectives consistent with Washington State SHRM Board policies. Under the direction of the President, provides guidance and support to elected and volunteer staff who are responsible for accomplishing state and SHRM objectives.

### Responsible To:

Washington State SHRM President

### Term:

The President-Elect serves a one-year term beginning the first of January and ending the last day of December, with an optional second term.

### Key Competencies:

- Leadership & Navigation
- Business Acumen

### Responsibilities

- In the absence of Washington State SHRM President, manages the affairs of Washington State SHRM.
- In the absence of Washington State SHRM President, presides over meetings of Washington State SHRM.
- Responsible for planning and event management of the Washington State Volunteer Leader Summit, held in conjunction with the Employment Law and HR Conference.
- Serves as a voting member of Washington State SHRM, is expected to attend and participate in all Washington State SHRM meetings and is part of the Executive Committee.
- Promotes Washington State SHRM and the profession by personal appearances and speaking engagements before SHRM chapters and other organizations within the state.
- Actively participates as a member of the Washington State Employment Law and HR Conference committee.

### Requirements:

- Must be an SHRM member in good standing. HR Certification highly desirable.
- Selected by the nominating committee from the current year's board membership per the state bylaws.

### Time Commitment:

The estimated time commitment for the Director-Elect role is roughly 10 – 20 hours per month.



## Washington State SHRM Programs Director

### Position Summary:

Provide support to the Program Directors/Chairs/Chapter Presidents by being a resource for professional training and development activities for Washington State SHRM, and Washington State SHRM chapters and their members.

### Responsible to:

Washington State SHRM President

### Responsibilities:

- Assists Washington State SHRM and chapters with human resource professional development programs for members.
- Maintains a database of chapter speaker information and program topics. Works with chapter leaders by providing resources for chapter programs.
- Conducts an annual leadership training program for Washington State SHRM and chapter volunteer leaders.
- Participate in the development and implementation of short-term and long-term strategic planning for Washington State SHRM.
- Assists local SHRM chapters as a resource in obtaining SHRM and HRCI certification credits for programs.
- Partner with Technology Director to promote usefulness and effectiveness of the WA state SHRM site.
- Represent Washington State SHRM in the human resources community.
- Support other Washington State SHRM members for conferences and other state-wide activities (programs and securing SHRM/HRCI credits).
- Reports to the state President on a regular basis concerning chapter member training and development activities, accomplishments and opportunities within the state.
- Support other Washington State SHRM members for conferences and other state-wide activities (programs and securing SHRM/HRCI credits).
- Serves as a voting member of Washington State SHRM and is expected to attend and participate in all meetings of Washington State SHRM.

### Requirements;

- Must be an SHRM member in good standing.
- HR Certification highly desirable.
- Appointment is made by the Washington State SHRM President.
- Serves a one-year term beginning the first day of January and ending the last day of December. May be reappointed for two additional one-year terms for a total service of three years.



## Washington State SHRM Secretary

### Position Summary:

Prepares the proceedings of all Washington State SHRM meetings, takes minutes, and maintains the records.

### Responsible To:

Washington State SHRM President

### Responsibilities:

- Prepares minutes and maintains a record of attendance of Washington State SHRM meetings. Meeting minutes are due for posting within one week on meeting date.
- Ensures appropriate distribution of meeting minutes, including submission for posting on the Washington State SHRM website.
- Sends approved minutes via pdf form to the Technology Director for posting in the Members Only section of the Washington State SHRM website.
- Maintains an up-to-date roster of all Washington State SHRM members, and posts this list in the Members Only section of the Washington State SHRM website.
- Orders new name tags for WA SHRM board members annually from SHRM website.
- Recommends new policies and procedures to increase organizational effectiveness.
- Participates in the development and implementation of short-term and long-term strategic planning for Washington State SHRM.
- In collaboration with the Treasurer, track and make changes with Washington State SHRM on authorized users for bank accounts.
- Assist the President with meeting location selection, logistics, and set up, including but limited to meals and technology.
- Performs other duties as assigned by the Washington State SHRM President.
- Serves as a voting member of Washington State SHRM and is a member of the Executive Committee.
- Attends and participates in all Washington State SHRM meetings.

### Requirements:

- Nominated by the Washington State SHRM President, and elected by the governing body of Washington State SHRM.
- Must be an SHRM member in good standing. HR certification highly desirable.
- Experience as a chapter officer strongly preferred.
- Serves a one-year term beginning the first day of January and ending the last day of December. May be reappointed for two additional one-year terms for a total service of



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three years. It is advisable that an individual serve in this position for more than one year.



## Washington State SHRM Technology Director

### Position Summary:

Create and maintain state council website, conference website, state council roster and mobile event apps. Ensure that HR professionals, both within and without of SHRM are fully informed of council resources and activities by using updating and maintaining the state council website and other channels. Work closely with other council members to ensure that the council is portraying a consistent and professional image to its members and to the business community at large.

### Responsible To:

Washington State SHRM President

### Responsibilities:

- Create, edit and maintain council webpages, post PDF files, create new links, events, post council, local chapter and SHRM information as requested.
- Create and maintain conference website.
- Create and edit mobile event apps including adding presentation materials, graphics, sponsorship information, location maps, attendee rosters, etc. and test functionality and overall adherence to our brand.
- Respond to questions and problems regarding website and mobile event apps.
- Communicate with council board of directors to make sure all information on the website is current and accurate.
- Create, as needed, web-based response forms for various council needs.
- Post the council roster and maintain the contact us page on the website.
- Assist communication director with needs as requested and ensure items sent for inclusion on the website and other channels are posted in a timely manner.
- Develop and implement a strategy to use the website and mobile event app to promote and present our state conference. This includes serving on the conference committee, creating and posting articles on the website and mobile event app. Work with the state conference chairperson to ensure a strong web and mobile app before and during the state conference.
- Procure and maintain a third-party web server and domain name registration as needed/requested.
- Test and monitor website to ensure stability and functionality.
- Participate in annual budgeting process; monitor and maintain expenses related to this position.
- Develop goals for this position and present these goals to the Board for approval at the annual planning sessions.



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- Prepare project status reports for board meetings as needed.
- Participate in the development of short-term and long-term strategic planning for the council.
- Represent the council in the Human Resources community.
- Maintain records and information on this position and pass it on to the following year's chair.
- Perform other related projects as agreed upon.

**Requirements:**

- Must be a SHRM member in good standing. HR Certification highly desirable.
- Experience as a chapter officer strongly preferred.
- Previous experience with web editing tools.
- Appointed by the State Council President.
- Serve as a voting member of the council. Attends and participates in all meetings of the council.
- Serve a two-year term beginning the first day of January and ending the last day of December. May be reappointed for an additional two-year term.

**Resources Available:**

SHRM supplies the following resources for council technology directors

- Council Best Practices
- Council Position Descriptions
- Council Web Site Toolkit
- SHRM-Approved Graphics for Council
- SHRM Graphics Standards Manual for Affiliates
- SHRM Leaders Guide

And MUCH MORE...available online at <https://community.shrm.org/vlrc/home>





## Washington State SHRM Treasurer

### Position Summary:

Act as financial officer and advisor to Washington State SHRM board of directors. Maintains address of record for Washington State SHRM legal and tax correspondence. Distributes mail to the appropriate officer, director, or chair. Manages relationship with professional accountant to file appropriate forms and information with the IRS and Washington State DOR. File annual report with Secretary of State. Maintain and reconcile all bank and investment accounts.

### Responsible To:

Washington State SHRM President

### Responsibilities:

- Receives, holds, and safeguards, in the capacity of trustee and financial agent, all Washington State SHRM funds.
- Maintains all financial records of Washington State SHRM required by law or SHRM.
- Assess the financial implications of proposed actions by Washington State SHRM.
- Observes the financial direction of Washington State SHRM, recognizes possible financial problems and brings them to the attention of Washington State SHRM for action.
- Disburses funds for normal and usual uses unless directed otherwise by Washington State SHRM.
- Prepare financial budget and P&L reports quarterly and on demand for approval by Washington State SHRM.
- Prepares and submits the annual budget of revenue and expenses for Washington State SHRM approval each year.
- Reviews Washington State SHRM's accounting and record-keeping policies and procedures. Recommends or implements changes as indicated to protect and ensure the financial health of Washington State SHRM.
- Assesses the financial implications of proposed actions by the board, and informs the Executive Committee prior to final decisions.
- Observes the financial direction of Washington State SHRM, recognizes possible financial problems, and brings problems to the attention of the Executive Committee for action.
- Promptly reimburse all Washington State SHRM members, including Chapter Presidents, after events and meetings.
- Maintain expense reimbursement and direct deposit forms.
- Participate in the development and implementation of short-term and long-term strategic planning for Washington State SHRM.
- Maintain a record of contracts and insurance documents.



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- Serve as a member of the annual conference committee, and actively participates in the annual state conference.
- Serves as a voting member of Washington State SHRM and is part of the Executive Committee.
- Attends and participates in all Washington State SHRM meetings.
- Represent Washington State SHRM in the human resources community.

**Requirements:**

- Nominated by the Washington State SHRM President, and elected by the governing body of Washington State SHRM.
- Must be a SHRM member in good standing. HR certification highly desirable.
- Experience as a chapter officer strongly preferred.
- Serves a one-year term beginning the first day of January and ending the last day of December. May be reappointed for two additional one-year terms for a total service of three years. It is advisable that an individual serve in this position for more than one year.



## **Washington State SHRM Workforce Readiness Director**

### **Position Summary:**

Monitors and evaluates on a continuing basis state and local activities concerning workforce readiness issues, and works with chapter Workforce Readiness Directors to plan and encourage chapter involvement and activities impacting the workforce readiness arena. Presents a report or update to the Washington State SHRM President and members on workforce readiness developments, issues, and/or initiatives as requested.

### **Responsible To:**

Washington State SHRM President

### **Responsibilities:**

- Serves as a resource for Washington State SHRM on workforce readiness issues and provides leadership to the chapters on these issues.
- Serves as advocate for workforce readiness with Washington State SHRM and at other professional meetings and assists chapters in coordinating programs and other chapter activities on workforce readiness.
- Identifies and evaluates issues which impact workforce readiness and develop goals for Washington State SHRM strategy.
- Provides reports on issues to Washington State SHRM President and SHRM members and serves as advocate at Washington State SHRM activities for workforce readiness programs.
- Monitors state and local activities concerning workforce readiness issues such as, workforce investment authorization, welfare-to-work, veteran's issues, and education partnerships. Provides timely information on these issues to the Washington State SHRM director.
- Hold regularly scheduled meetings with chapters on workforce readiness via phone, webcast, or face-to-face meetings.
- Report updates from chapter calls, webcasts or other meetings at each Washington State SHRM meeting. All information should be provided in a timely manner or at the direction of the Washington State SHRM President to be included in the agenda or meeting presentations.
- Works with the SHRM staff liaison on workforce readiness issues.
- Provides special recognition for chapter members and for state and local programs that provide betterment of the workforce.
- Serves as a voting member of Washington State SHRM and is expected to attend and participate in all meetings of Washington State SHRM.



**Requirements:**

- Must be a SHRM member in good standing.
- SHRM certification and/or HRCI certification highly desirable.
- Serves a one-year term beginning the first day of January and ending the last day of December. May be reappointed for two additional one-year terms for a total service of three years.



## **Washington State SHRM Past President and SHRM Foundation Director**

### **Position Summary:**

Serve as a member of Washington State SHRM providing continuity of leadership and advice and counsel to the current Washington State SHRM President. Educate, promote, and represent the interests of the SHRM Foundation and its activities to Washington State SHRM.

### **Responsible to:**

- Washington State SHRM President
- SHRM Foundation Development Director

### **Responsibilities:**

- Represent Washington State SHRM to SHRM Chapters and the public, as necessary.
- Educate Washington State SHRM regarding the purpose and ongoing activities of the SHRM Foundation including the Foundation's newest education resources, the status of the annual campaign and upcoming deadlines and events.
- Encourage SHRM members in the state to contribute financially to the SHRM Foundation as a show of support for the human resources profession.
- Encourage Chapter Presidents to support an annual Chapter contribution to the SHRM Foundation by the Chapter.
- Participate in the SHRM Foundation Core Leadership Area webinars.
- Apply for matching funds from the Northwest Human Resource Management Association (NHRMA).
- Prior to completion of the position's term, assist the incoming Past Washington State SHRM President and SHRM Foundation Director to assure a smooth transition of responsibilities and continuity of knowledge and resources.
- Assist in the identification, recruitment and selection of future Washington State SHRM leaders.
- Serve as a voting member of Washington State SHRM.
- Attend and participate in all Washington State SHRM meetings.

### **Requirements:**

- Must be a SHRM member in good standing.
- HR certification highly desirable.
- Must have just served a term of office as Washington State SHRM President.



## Washington State SHRM Certification Director

### Position Summary:

Support Certification Chapter leaders and SHRM members in the state of Washington. Monitor and evaluate on a continuing basis global and local trends in SHRM Certification. Spearhead the effort to promote certification to chapter members/leadership and to publicize successful Certification programs in the local community. Represent Washington State SHRM in certification matters in the human resources community.

### Responsible To:

Washington State SHRM President

### Responsibilities:

- Promotes the certification and re-certification of human resource professionals through SHRM and the Human Resource Certification Institute (HRCI).
- Promotes the formation of chapter study programs to facilitate the certification of chapter members.
- Promotes the partnering of chapters and universities to conduct certification preparation courses using the SHRM Learning System.
- Encourages the certification of Washington State SHRM members.
- Develops communication programs in and about certification (e.g. topical, process, re-certification, issues, etc.).
- Attend Certification conference calls hosted by SHRM as scheduled.
- Attend Washington State SHRM meetings as scheduled throughout the year.
- Reports to the state President on a regular basis concerning activities promoting certification throughout the state
- Serves as a voting member of Washington State SHRM and is expected to attend and participate in all meetings, and is part of the Executive Committee.

### Requirements:

- Must be an SHRM member in good standing. SHRM Certification required. Concurrent HRCI certification optional.
- Appointment is made by the Washington State SHRM President.
- Serves a one-year term beginning the first day of January and ending the last day of December. May be reappointed for two additional one-year terms for a total service of three years.



## Washington State SHRM College Relations Director

### Position Summary:

SHRM student advocate for human resources students in the state of Washington. Supports student SHRM members and College Relations Chapter Leaders in the state of Washington. Serves in a leading and supporting role to facilitate long term partnerships between SHRM student members and SHRM professional members.

### Responsible To:

Washington State SHRM President

### Responsibilities:

- Serves as a liaison between SHRM student members, SHRM student chapters within the state, NHRMA College Relations Director, and Washington State SHRM.
- Promotes the formation of new student chapters within the state by identifying potential sites and working with local professional chapters to develop these sites.
- Serves as a communications link between student chapters and SHRM's Student Program Manager in disseminating information relative to student programs, scholarships, and certification, etc.
- Encourages participation of student chapters in local, regional and state HR conferences, and student conferences in the state and/or regional level.
- May coordinate a state student conference or promote student activities at professional conferences within the state on/or regional level.
- Works with both faculty advisors and local professional chapter presidents to encourage student participation in local professional chapter meetings.
- Encourages Washington State SHRM-affiliated chapters and Washington State SHRM to offer assistance to student members through scholarship programs, internships, special student activities, or sponsorship at local, state, or national conferences.
- Encourages Washington State SHRM-affiliated chapters and Washington State SHRM to develop recognition programs for faculty advisors including, but not limited to, sponsorship at local, state, or SHRM conferences.
- Provides guidance and direction to faculty advisors and chapter student liaison 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 (e.g. Echoes, SHRM Online) and in awards programs.
- Serves as a voting member of Washington State SHRM and is expected to attend and participate in all meetings.



**Requirements:**

- Appointment is made by the Washington State SHRM President.
- Must be an SHRM member in good standing. SHRM certification and/or HRCI certification highly desirable.
- Should be able to visit student chapters throughout the state and attend NHRMA HR games and state conference, if applicable.
- Serves a one-year term beginning the first day of July and ending the last day of June. May be reappointed for two additional one-year terms for a total service of three years.





## **Washington State SHRM Communications Director**

### **Position Summary**

Promote awareness of the purpose and actions of Washington State SHRM through ongoing communication efforts and branding initiatives, using communications and social media tools. Ensure that HR professionals, both SHRM members and non-members are fully informed of Washington State SHRM resources and activities by using existing and developing communications and social media channels. Work closely with other Washington State SHRM members to ensure portrayal of a consistent and professional image to chapter members, human resource professionals and the business community at large.

### **Responsible To**

Washington State SHRM President

### **Responsibilities**

- Post, share and distribute Washington State SHRM, chapter, SHRM and other related content through communications and new medial channels on a regular basis and as requested by members of Washington State SHRM and other affiliated parties.
- Work to understand and develop an effective strategy for use of new media, giving consideration as to how this impacts the roles of Washington State SHRM's other directors including the technology director.
- Develop an online persona and become immersed in the culture and use of new media as a representative of Washington State SHRM.
- Provide content to the technology director for inclusion on the Washington State SHRM website, conference website and event apps.
- Submit articles to the NHRMA communications director for inclusion in the NHRMA newsletters.
- Coordinate and submit SHRM e-blasts to support Washington State SHRM and chapter events and initiatives.
- Recruit assistance from Washington State SHRM members for articles, blog posts, etc. and share the information through communications and social media channels.
- Work to educate other Washington State SHRM members about the use of new media, both from a technical prospective and from a business approach.
- Work to educate other local SHRM chapters about the use of new media, both from a technical prospective and from a business approach.
- Develop and implement a strategy to use existing communication channels and new media to promote and present our state conference. This includes serving on the conference committee, creating and posting articles on social media and through other communication channels. Work with the state conference chairperson to ensure a strong social media presence during the state conference.



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- Develop a relationship with SHRM to understand SHRM's position on social media, and to help promote this position at the state and local level.
- Participate in the annual budgeting process; monitor and maintain expenses related to this position.
- Develop goals for this position and present these goals to the Board for approval at the annual planning sessions.
- Prepare project status reports for board meetings as needed.
- Participate in the development of short-term and long-term strategic planning for Washington State SHRM.
- Continuously evaluate communications channels and decide which platforms the Washington State SHRM should continue to utilize or begin utilizing.
- Represent the chapter in the Human Resources community.
- Maintain records and information on this position and pass it on to the following year's chair.
- Serve as a voting member of the Washington State SHRM. Attend and participate in all meetings of the Washington State SHRM.

#### **Requirements:**

- Must be a SHRM member in good standing. HR Certification highly desirable.
- Experience as a chapter officer strongly preferred.
- Previous experience with social media channels.
- Appointed by the State Washington State SHRM President.
- Serves a one-year term beginning the first day of January and ending the last day of December. May be reappointed for two additional one-year terms for a total service of three years.

#### **Resources Available:**

SHRM supplies the following resources for Washington State SHRM communication directors

- Washington State SHRM Best Practices
- Washington State SHRM Position Descriptions
- SHRM-Approved Graphics for Washington State SHRM
- SHRM Graphic Standards Manual for Affiliates
- Fundamentals of Washington State SHRM Operations
- Working with the Media

And MUCH MORE...available online at <https://community.shrm.org/vlrc/home>



## Washington State SHRM Conference Director

### Position Summary:

Serve as Conference Director for Washington State SHRM. Responsible for managing all activities related to running the annual Washington state conference.

### Responsible To:

Washington State SHRM President

### Responsibilities:

- Leads the Washington State SHRM Conference Committee in the planning and execution of the Washington State SHRM annual conference.
- Works closely with the contracted Event Planner, and the WA state SHRM President on timelines, marketing and outstanding goals.
- Works closely with the Partnership Director to gain conference sponsors and meet sponsorship goal.
- Works closely with the Diversity Director to gain diversity speakers.
- Works closely with the Treasurer on conference budgeting and expenses.
- Appoints qualified individuals to manage specific functions related to the state conference with the objective of selecting individuals throughout the state.
- Provides leadership and direction to state conference committee members.
- Monitors all activities related to the Washington State SHRM conference.
- Tracks all progress and communicates all needed transition materials to the incoming Conference Director.
- Serves as a non-voting member. Attends and participates in all Washington State SHRM meetings.

### Requirements:

- Must be an SHRM member in good standing. SHRM Certification highly desirable. Concurrent HRCI certification optional.
- Appointment is made by the Washington State SHRM President.
- Serves a one-year term beginning the first day of April and ending the last day of March. May be reappointed for two additional one-year terms for a total service of three years.



## Washington State SHRM District Director

### Position Summary:

Develops and facilitates two-way communications between local SHRM chapters and the state council, maintaining continuous contact with assigned chapters. Works with chapter leaders to incorporate state and SHRM goals into local chapter activities. Promotes and encourages local chapter involvement in the SHRM professional and student chapter merit award program.

### Responsible To:

Washington State SHRM President

### Responsibilities

- Check-in with Chapter Presidents, maintains contact with assigned chapters at least once per quarter per chapter. This is accomplished by attending/participating in person, virtual and/or phone with annual planning meetings, chapter meetings, quarterly Chapter President conference calls and/or local board meetings.
- Identifies and assists in the development of new SHRM professional chapters through the affiliation of existing human resource organizations and other interested human resource groups.
- Assists the council in the dissemination or development of information, providing timely and accurate response to proposals, surveys and questionnaires. Promotes SHRM membership among practicing members of the human resource profession.
- Identifies individuals who demonstrate effective leadership roles within their district for potential leadership involvement on the council.
- Reports to the state council President on a regular basis concerning chapter/member activities, accomplishments and opportunities within their district.
- Organize and promote the annual Chapter Leadership Awards.
- Participates in SHRM District Directors conference calls twice a year.
- Recommends policy changes as warranted.
- Provides direction, assistance and support of professional development activities within the state chapters and SHRM.
- Enhances and expands government affairs activities and encourages member involvement at all levels within the state.
- Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Attends and participates in the annual Volunteer Leadership Summit (VLS).

### Requirements

- Must be an SHRM member in good standing. HR Certification highly desirable.
- Experience as a chapter officer strongly preferred.



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- Experience as a SHRM chapter volunteer officer desired.
- Appointed by the state council President.
- Able to travel to various chapter locations.
- Understanding of SHRM and Washington State SHRM mission and objectives.
- Serves a one-year term beginning the first day of January and ending the last day of December. May be reappointed for a maximum of two additional one-year terms.

## **Demographics**

### Eastern

Apple Valley HR Association  
Blue Mountain Chapter  
Columbia Basin Chapter  
Inland Northwest SHRM  
Yakima Valley Chapter

### Northwest

Lake Washington HR Association  
Mt. Baker SHRM  
Seattle SHRM  
Skagit Island SHRM  
Snohomish County SHRM  
South King County SHRM

### Southwest

SHRM Olympia  
South Puget Sound SHRM  
Southwest Washington SHRM  
West Sound HRMA



## **Washington State SHRM Diversity & Inclusion Director**

### **Position Summary:**

Serve as an appointed Diversity and Inclusion Director of Washington State SHRM. Support Diversity and Inclusion Chapter Leaders and SHRM members in the state of Washington. Continuously monitor and evaluate global and local trends and best practices in diversity and inclusion issues. Spearhead the effort to diversify Washington State SHRM membership / leadership and to publicize successful diversity and inclusion programs in the local community.

### **Responsible To:**

Washington State SHRM President

### **Responsibilities:**

- Support and network with diversity directors from chapters within Washington state.
- Provide direction, guidance and coaching on cultural trends and diversity and inclusion practices.
- Develop and/or distribute information and materials to Washington State SHRM and local SHRM chapter members to promote diversity in the workplace.
- Publicize examples of successful global, local, diversity and inclusion efforts being undertaken by Washington State SHRM and chapter members as well as businesses in their workplaces.
- Identify minorities and other individuals with diverse backgrounds in the local area who might be interested in joining SHRM National and local chapters.
- Identify current SHRM and chapter members in Washington state with diverse backgrounds who might be interested in volunteer leadership opportunities.
- Give presentations on diversity and inclusion when asked, or help identify diversity programs and speakers for conferences or chapter programs.
- Coordinate efforts in developing diversity and inclusion initiatives that can serve as models for other chapters.
- Participate in SHRM Diversity Core Leadership Area conference calls and webcasts.
- Participate in the development and implementation of short-term and long-term strategic planning for Washington State SHRM.
- Represent Washington State SHRM in the human resources community
- Attend all Washington State SHRM meetings.

### **Requirements:**

- Must be an SHRM member in good standing. HR Certification highly desirable.
- Elected from the current year's Washington State SHRM membership per the state bylaws.
- Serves a one-year term beginning the first day of January and ending the last day of December. May be reappointed for a maximum of two additional one-year terms.



## Washington State SHRM Legislative Director

### Position Summary:

Serve as Legislative Affairs Director of Washington State SHRM. Support Legislative Chapter Leaders and SHRM members in the state of Washington. Monitor and evaluate on a continuing basis pending legislative, regulatory and legal action at the federal, state, and local level that may have an impact on the management of human resources. Work in close cooperation with the Senior Associate, State Affairs at SHRM headquarters to carry out these responsibilities. Spearhead the effort to promote Legislative Affairs to chapter members and leadership, and to publicize successful Legislative Affairs programs in the local community. Represent Washington State SHRM in Legislative Affairs matters in the human resources community.

### Responsible To:

Washington State SHRM President

### Responsibilities:

- Organize and participate in the WA HRDOH.
- Inform SHRM and chapter members about SHRM's Advocacy Team (A-Team) program and how to use the letter-writing feature of the HR Policy Action Center under the "Legal Issues & Public Policy" tab on the SHRM website.
- Encourage Washington State SHRM and chapter members to respond to legislative alerts issued by SHRM's Government Affairs Team (A-Team).
- Monitor state and local government activities and provide timely information on public policy issues to chapter presidents and the SHRM's Government Affairs Department.
- Work in close cooperation with SHRM's Government Affairs Department.
- Reports to the Director on a regular basis concerning activities promoting Legislative Affairs throughout the state.
- Serve as a program speaker and advocate at chapter activities or other professional meetings.
- Develop and support workshops and seminars that address public affairs issues.
- Participate in the SHRM Government Affairs Core Leadership Area conference calls and webcasts.
- Participate in the development and implementation of short-term and long-term strategic planning for Washington State SHRM.
- Serves as a voting member of Washington State SHRM. Attend and participate in all Washington State SHRM meetings, and is part of the Executive Committee.

### Requirements:

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



- SHRM Advocacy Captain (A-Team Captain) highly desirable.
- Appointment is made by the Washington State SHRM President.
- Serves a one-year term beginning the first day of March and ending the last day of February. May be reappointed for two additional one-year terms for a total service of three years. It is advisable that an individual serve in this position for a multiple-year term.





## Washington State SHRM Membership Director

### Position Summary:

Provide leadership to membership activities in chapters, particularly assuring that chapter membership directors have access to resources necessary to recruit at-large SHRM members to affiliate with chapters, local chapter members only to SHRM, and non-affiliated HR professionals to both organizations. Provide leadership to member engagement/retention measurement and strategies of chapters.

### Responsibilities:

- Provide leadership to chapter membership directors in all areas of their responsibility.
- Proactively identify and share successful membership recruitment/retention initiatives with chapter membership directors and others (i.e. chapter presidents, district directors, etc.) who may be involved in achieving membership initiatives as they relate to:
  - Engagement/retention of current chapter members
  - At-large members to chapters
  - Local members only to SHRM
  - Non-affiliated professionals to both organizations
- 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.
- Establish strategic and measurable membership initiatives annually and report on progress during Washington State SHRM meetings.
- Track and report to Washington State SHRM on statewide and chapter membership growth and other relevant membership data (e.g., demographic data on members).
- Work with SHRM's PacWest Field Services Director and Member Engagement Associate to provide information to and from chapters in support of membership initiatives and to facilitate contact with chapter leadership (i.e. requesting reports, questions, e-blasts, etc.).
- Provide quarterly forum – e.g. conference calls, webinars, etc. – for chapter membership directors to discuss membership issues and share successful recruiting/retention practices.
- Attend Washington State SHRM meetings, Washington State SHRM annual conference and other events to assure representation for this critical area of responsibility
- Voting member of Washington State SHRM and a member of the Executive Committee.
- Encourage uniform membership requirements for all chapters based on the SHRM model for membership qualifications to include chapter website content, forms and information.
- Remain current on SHRM's membership best practices, resources, trends and other news.



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- Maintain familiarity with the content and resources available within SHRM's Volunteer Leader Resource Center (VLRC).

### **Requirements**

- Must be an SHRM member in good standing. HR Certification highly desirable.
- Appointment is made by the Washington State SHRM President.
- Serves a term beginning the first day of January and ending the last day of December. May be reappointed for two additional one-year terms for a total service of three years.



## Washington State SHRM Partnerships Director

### Position Summary:

Works with Washington State SHRM board to identify annual revenue goals for partnerships. Identifies organizations in Washington state to promote Washington State SHRM partnership opportunities. Responsible for achieving annual partnership revenue goals of Washington State SHRM.

### Responsible To:

Washington State SHRM President

### Responsibilities:

- Serves as a non-voting member of Washington State SHRM. Attends and participates in all Washington State SHRM meetings.
- Determine the partnership funds required for all Washington State SHRM events by gathering budget information and other financial needs from the appropriate organizers of each event.
- Develop structure to meet the annual partnership needs of Washington State SHRM.
- Develop a marketing campaign and timeline to target the appropriate audience.
- Organize and direct selected individuals to manage functions related to the partnership campaign.
- Monitor all activities related to the Washington State SHRM Partnership Campaign.
- Attend all Washington State SHRM events when partners are present as a consistent point of contact for them.
- Research and make recommendations to the Washington State SHRM President for potential partnerships to assist Washington State SHRM in streamlining processes or lowering expenses.
- Work closely with the Technology and Communications Directors to ensure partnership information is continually communicated to members and potential partners.

### Requirements:

- Must be an SHRM member in good standing. SHRM certification and/or HRCI certification highly desirable.
- Prior experience on a SHRM Chapter Board of Directors.
- Appointment is made by the Washington State SHRM President.
- Serves a one-year term beginning the first day of January and ending the last day of December. May be reappointed for two additional one-year terms for a total service of three years.