



LA CROSSE AREA  
SOCIETY FOR HUMAN RESOURCE MANAGEMENT  
CHAPTER BOARD DESCRIPTIONS

REVISED IN MARCH 2025  
LA CROSSE AREA SHRM – CHAPTER #0288  
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## Board Member Responsibilities

Thank you for your interest in becoming involved in your local SHRM chapter. Each board position has a specific position description. However, here are some general requirements that should be considered before deciding to run for office.

- Be an active board member. This includes attending chapter meetings, board meetings, strategic planning sessions, and reviewing financials quarterly. It also includes being prepared for board meetings, asking critical questions, and helping the board come to an agreement in making decisions that affect chapter membership.
- Know or build your knowledge about your chapter, SHRM, and its governing bylaws. Learn about SHRM and its role with your chapter. A [SHRM Leadership Guide](#) will be provided to all board members to assist you with this.
- Stay informed of trends in the field of human resources and timely issues affecting your chapter.
- Abstain from activities that may appear to create a conflict of interest. Follow the [SHRM Code of Ethics](#).
- Be willing to provide contacts and resources to help your chapter grow and develop as an organization.
- Maintain your position's e-mail inbox and respond to messages within 2 business days. If you are out of the office, make sure your auto-response is turned on and urgent e-mails are redirected to [info@lashrm.org](mailto:info@lashrm.org). If you are out for an extended period, let the President track know.
- Maintain confidentiality of chapter board issues and membership data.
- Be a chapter member in good standing. SHRM membership is not required (except certain positions) but is strongly encouraged.

## Board Member Benefits

Some benefits of becoming a chapter board member include:

### All LASHRM Board Members

- **Local:**
  - Free local dues membership with meetings.
  - Free registration to all LASHRM events.
  - The chance to make an impact and assist in the development of your chapter and the HR profession.
  - An opportunity to be recognized as a leader in the field of human resources.
- **State:**
  - Free WI SHRM State Conference registration reimbursement with the provision of staffing at least one volunteer slot at the WI SHRM conference.
  - If receiving an Early Bird rate for State Conference, the pre-conference fee would also be included as reimbursable if a board member wanted to attend.
  - Free WI SHRM Volunteer Leader Conference registration reimbursement. Mileage and up to one night's lodging at the conference will be reimbursed if the conference starts prior to 9 am and is located 60 or more miles (one-way) from La Crosse.
- **National:**
  - Volunteer Leader Discount for the Annual SHRM Conference.
  - Hours spent as a volunteer leader can be counted toward professional recertification hours.

- The chance to attend SHRM's leadership conference in November. The conference is FREE for selected positions (selected positions announced in late summer). If any of these board members are unable to attend, the President will find someone to attend in their place. Airfare and hotel financial assistance provided by WI SHRM and LASHRM.

### President Track

- **Local:**
  - If you successfully fulfill the three roles of the presidency (President-Elect, President, and Past-President) and the chapter earns at least SHRM's Excel Award Gold designation during your Presidency, you will receive reimbursement for professional development activities for up to \$2,000 for activities that occur within the first two calendar years after serving as Past-President.
- **State:**
  - Free WI SHRM Workplace Policy Conference registration reimbursement. Mileage and up to one night's lodging if the conference starts prior to 9 am and is located 60 or more miles (one-way) from La Crosse.
- **National:**
  - Free National SHRM dues reimbursement if the employer does not pay for it.

### Membership Director

- **National:**
  - Free National SHRM dues reimbursement if the employer does not pay for it.

### Certification Director

- **National:**
  - Free National SHRM dues reimbursement if the employer does not pay for it.

### Governmental & Diversity Affairs Director

- **State:**
  - Free WI SHRM Workplace Policy Conference registration reimbursement. Mileage and up to one night's lodging if the conference starts prior to 9 am and is located 60 or more miles (one-way) from La Crosse.

If you have any questions about this information or would like to learn more about a specific board position, please contact your [chapter president](#).

Thanks again for considering donating your time and effort to assist your chapter in becoming the best that it can be. We congratulate you on your interest in and willingness to serve your chapter and your profession.

# President

## Position Summary:

Provide leadership to the local chapter consistent with state, regional, and SHRM policy, strategies and objectives. Effectively operate 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.

## Term:

- President Track – Three Years
  - President-Elect – One Year
  - President – One Year
  - Past President – One Year

## 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.
- Chair all meetings of chapter officers and members.
- Reporting
  - Assist the Past President with the SHRM Affiliate Plan for Excellence (SHAPE) submitted to SHRM by January 31 each year. Submission of the SHAPE is required by SHRM and covers the year previous calendar year.
  - Assist the Past President with submissions for chapter Pinnacle Award nominations, if applicable.
  - Submit Excel Award nominations with the assistance of the Past President, if applicable.
- Maintain communication with the state council director and the SHRM Regional Team.
- Monitor the use, accounting, and handling of the chapter funds.
- Communicate state, regional, and/or SHRM's goals, policies, and programs to chapter members. Represent the state council to local chapter leaders and the membership.
- Represent the chapter in the human resources community.
- Participate in/Lead the development and implementation of short-term and long-term strategic planning for the chapter.
- Upon completion of the position's term, assist the incoming President to ensure a smooth transition of responsibilities and continuity of knowledge and resources.

## Requirements:

- Must be a current member in good standing of SHRM during their entire term.
- Must work in a human resource or people manager capacity throughout the duration of their term.
- Must maintain regular board and chapter meeting attendance. Miss no more than three board meetings per term.
- Must attend all state council meetings and actively participate in state council matters. Provide information to the state council as an elected representative of the chapter. Appoint the President-Elect to attend state council meetings when unable to attend.

- Must attend WI SHRM Volunteer Leader Conference, WI SHRM State Conference, and/or National Volunteer Leader Conference during the term.

## President-Elect

### Position Summary:

Assist the president in overseeing all the activities of the chapter. In the absence of the president, perform all the presidential responsibilities.

### Term:

- President Track – Three Years
  - President-Elect – One Year
  - President – One Year
  - Past President – One Year

### Responsible To:

- The members of the chapter
- The chapter president

### Responsibilities:

- Perform all special projects as assigned by the president.
- Upon request, assist all officers in performing their responsibilities.
- Attend (and preside over, if necessary) all monthly membership and board of directors meetings.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Submit an appropriate article for publication in each monthly newsletter.
- Programming
  - Work with the Programming Chair to secure sponsorships for the next year.
  - Work with venue rep to ensure expenses remain within budget. Negotiate any deals available.
  - Work with venue staff on meal selection, audio-visual needs, and overall facility and meeting management. Review final preparation for meetings to ensure that programs run smoothly (including room setup, AV needs, etc.).
  - Introduce the speakers and provide biographical information at the monthly meetings.
  - Coordinate presentation copies/handouts to be delivered prior to the meeting.
  - Send thank you notes to all speakers.
- Upon completion of the position's term, assist the incoming President-Elect to ensure a smooth transition of responsibilities and continuity of knowledge and resources.

### Requirements:

- Must be a current member in good standing of SHRM during their entire term.
- Must work in a human resource or people manager capacity throughout the duration of their term.
- Must maintain regular board and chapter meeting attendance. Miss no more than three board meetings per term.
- Must attend WI SHRM Volunteer Leader Conference, WI SHRM State Conference, and/or National Volunteer Leader Conference during the term.
- Attend state council meetings and actively participate in state council matters if the President is unable to attend.

# Treasurer

## Position Summary:

Act as financial officer and advisor to the chapter board of directors. Maintains financial statements, budget, and necessary IRS forms. Assesses the chapter's financial status and communicates any action or recommendation.

## Term:

- Two years beginning January 1<sup>st</sup> after the election concludes
- Max of two consecutive terms in the same position

## Responsible To:

- The members of the chapter
- The chapter president

## Responsibilities:

- Fulfill the role of financial officer and advisor.
- Take part in discussion and action on all business of the chapter.
- Assess the financial implications of proposed actions by the board of directors prior to final decisions being made. Also, the treasurer must
  - Observe the financial direction of the chapter, recognize possible financial problems, and bring such problems to the attention of the board of directors for action.
  - Receive, hold, and safeguard in the capacity of trustee and financial agent, all funds for the chapter.
  - Disburse such funds only for normal and usual uses unless the chapter's board of directors shall otherwise direct.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Attend all monthly membership and board of directors' meetings.
- Represent the chapter in the human resources community.
- Upon completion of the position's term, assist the incoming Treasurer to ensure a smooth transition of responsibilities and continuity of knowledge and resources.
- Oversees the preparation and presentation of periodic financial statements, activity reports, financial forecasts, and annual budgets.
- Prepare non-profit tax filings (form 990 and 990-EZ) by May 15th of the following year.

## Requirements:

- Must be a Chapter member in good standing.
- Must work in a human resource or people manager capacity throughout the duration of their term.
- Must maintain regular board and chapter meeting attendance. Miss no more than three board meetings per term.
- Strongly encouraged to attend the WI SHRM Volunteer Leader Conference, WI SHRM State Conference, and/or National Volunteer Leader Conference during the term.

## Secretary

### Position Summary:

Take minutes of chapter meetings and provide notice of meetings and general correspondence. Maintain chapter records and history.

### Term:

- Two years beginning January 1<sup>st</sup> after the election concludes
- Max of two consecutive terms in the same position

### Responsible To:

- The chapter president
- The members of the chapter

### Responsibilities:

- Upon the advice of the president, the secretary should issue notice of officer and board of directors' meetings. After consultation with the president, the secretary can provide the agenda for such meetings.
- Maintain a record of attendance and prepare the minutes of all officers' and directors' meetings and regular chapter meetings.
- Distribute to the membership all meeting announcements, newsletters, and other information.
- Transmit all necessary annual election information to the membership and advise SHRM using the online Chapter Leader Information Form (CLIF).
- File in the Chapter Procedures Manual or other permanent record: Those original chapter bylaws and dated copies of each amendment to those bylaws; a list of current officers, committee members, and general membership; copies of all chapter publications; approved and signed minutes of all board of directors and membership meetings; chapter charter; legal documents such as IRS Letters of Determination, Articles of Incorporation.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors' meetings.
- Upon completion of the position's term, assist the incoming Secretary to ensure a smooth transition of responsibilities and continuity of knowledge and resources.
- Technology
  - Maintain OneDrive and remind officers and the board of directors to save information in appropriate locations.
  - Act as admin for all Microsoft 365 needs.
  - Assist with maintaining the LASHRM website.

### Requirements:

- Must be a Chapter member in good standing.
- Must work in a human resource or people manager capacity throughout the duration of their term.
- Must maintain regular board and chapter meeting attendance. Miss no more than three board meetings per term.
- Strongly encouraged to attend the WI SHRM Volunteer Leader Conference, WI SHRM State Conference, and/or National Volunteer Leader Conference during the term.

## Past President

### Position Summary:

Advise the president and other officers and members of the board of directors regarding past practices, general operations, and other matters to assist in the smooth operation of the chapter.

### Term:

- President Track – Three Years
  - President-Elect – One Year
  - President – One Year
  - Past President – One Year

### Responsible To:

- The chapter president
- The chapter board of directors
- The members of the chapter

### Responsibilities:

- Act as advisor to the chapter board of directors regarding past practices and operations in accordance with the chapter's bylaws. Upon request, assist officers in performing their responsibilities.
- Oversee Board review of bylaws and policies annually.
- Create ballots for annual board position votes.
  
- Reporting
  - With the assistance of the President, accumulate information all year about the chapter and compile it for the SHRM Affiliate Program for Excellence (SHAPE) Year-End Report submitted to SHRM by January 31 each year. Submission of the year-end report is required by SHRM and covers the previous calendar year.
  - With the assistance of the President, prepare submissions for chapter Pinnacle Award nominations, if applicable.
  - Assist the President with Excel submissions, if applicable.
- SHRM Foundation
  - Educate the chapter 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 the chapter membership to contribute financially to the SHRM Foundation as a show of support for the human resources profession.
  - Encourage the chapter membership to support an annual chapter contribution to the SHRM Foundation by the chapter.
  - Participate in the SHRM Foundation Core Leadership Area webinars via the VLRC.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Upon completion of the position's term, assist the incoming Past President to ensure a smooth transition of responsibilities and continuity of knowledge and resources.
- Submit an appropriate article for publication in each monthly newsletter.

### **Requirements:**

- Must be a current member in good standing of SHRM during their entire term.
- Must work in a human resource or people manager capacity throughout the duration of their term.
- Must maintain regular board and chapter meeting attendance. Miss no more than three board meetings per term.
- Must attend the WI SHRM Volunteer Leader Conference, WI SHRM State Conference, and/or National Volunteer Leader Conference during the term.

## Membership Director

### Position Summary:

Play a key role in maintaining the health and growth of your Chapter membership. Work with the President and chapter leadership (and SHRM National) to engage existing members and attract new members. Execute membership acquisition and renewal campaigns on an ongoing basis. Be the face of Membership for your chapter!

Help HR professionals and businesses excel through utilizing membership benefits. Engage members through chapter activities. Expand chapter outreach through connections with those who could benefit from membership.

### Term:

- Two years beginning January 1<sup>st</sup> after the election concludes
- Max of two consecutive terms in the same position

### Responsible To:

- The chapter president
- The members of the chapter

### Responsibilities:

- Committee liaison
  - Serve as the chair of the Membership Committee.
  - As the chair of the Membership Committee, the Membership Director and not fewer than two other members will recruit, orient, and maintain contact with new members.
  - Recruit new members for the Membership Committee.
- Monitor and share membership metrics with the board so that you can see increases or decreases in membership in a timely fashion and take action as appropriate.
- Keep an up-to-date roster of all chapter members' names and addresses. If addresses change, the secretary should notify SHRM headquarters.
- Handle all correspondence in relation to SHRM membership applications and forward all applications to SHRM upon receipt.
- Develop and maintain internal short-term and long-term membership strategic plans, which focus on maintaining and growing membership levels and assist the Past President in completing the SHAPE report annually.
- Help members and potential members learn about the value of membership and how this can advance their careers and benefit their organizations.
  - Provide information about dual membership benefits on the chapter website, chapter social media sites, and in the chapter newsletter (if applicable).
  - Reinforce key membership benefits by sharing at every meeting – it's amazing how quickly people lose sight of various benefits, so you have to remind them!
- Provide opportunities for members to connect, as this has a direct correlation to membership retention and engagement. These are key activities that improve year-over-year renewals:
  - Send welcome email to new members to get the most from their SHRM and Chapter Membership.
  - Schedule ongoing networking events for members and prospective members.

- i. Encourage At-Large (SHRM members in the area who aren't chapter members) to join the chapter.
  - ii. Know your members.
  - iii. Manage the membership list and directory to ensure its up-to-date and changes are provided to SHRM.
  - iv. Utilize the data to provide information to other board members such as positions held, industries represented, etc. This will guide the chapter in event planning and other activities.
  - v. Ensure chapter meets minimum SHRM affiliation requirements.
- Check periodically with members whose email addresses no longer work to obtain their updated information.
  - Be an active board member by providing membership updates and information at every chapter event and board of directors' meetings.
  - Learn from other chapters and share your chapter's successes and challenges. Work with the State Council Membership Director to connect to other chapters.
  - Take an active role in the human resources community to provide information about the value of membership.
  - Submit an appropriate article for publication in each monthly newsletter.
  - Upon completion of the position's term, assist the incoming Membership Director to assure a smooth transition of responsibilities and continuity of knowledge and resources.
  - Complete chapter membership audit as it is requested, annually (month changes each year)

### **Requirements:**

- Must be a SHRM national and Chapter member in good standing.
- Must work in a human resource or people manager capacity throughout the duration of their term.
- Must maintain regular board and chapter meeting attendance. Miss no more than three board meetings per term.
- Strongly encouraged to attend the WI SHRM Volunteer Leader Conference, WI SHRM State Conference, and/or National Volunteer Leader Conference during the term.

## Social Media Director

### Position Summary:

Promotes awareness of the purpose and actions of the chapter through ongoing communication efforts and branding initiatives, using the social media tools. Makes sure that audiences, both within and without of SHRM are fully informed of chapter resources and activities by using existing and developing social media. Works closely with other chapters members to ensure that the chapter is portraying a consistent and professional image to its members and to the business community at large.

### Term:

- Two years beginning January 1<sup>st</sup> after the election concludes
- Max of two consecutive terms in the same position

### Responsible To:

- The chapter president
- The members of the chapter

### Responsibilities:

- Evaluate the social media landscape and decide what platforms will be good tools for the chapter.
- Work to understand and develop an effective strategy for the use of new media, giving serious consideration as to how this impacts the roles of the chapter.
- Develop a cyberspace persona and become immersed in the culture and use of new media as a representative of the chapter.
- Work to educate other chapter members about the use of new media, both from a technical perspective and from a business approach.
- Develop a relationship with SHRM and WI SHRM to understand their position on social media.
- Consult with other chapter representatives to compare best practices on using new media in various applications and promoting chapter and chapter conferences.
- Maintain social media accounts, including LinkedIn, Twitter, Facebook, and Instagram.
- Create content using provided content creation software and scheduling software to post at least two times a week.
- Attend all LASHRM events to take photos and gain social media content. If unable to attend, delegate to another board member or event coordinator.
- Upon completion of the position's term, assist the incoming Social Media Director to ensure a smooth transition of responsibilities and continuity of knowledge and resources.

### Requirements:

- Must be a Chapter member in good standing.
- Must work in a human resource or people manager capacity throughout the duration of their term.
- Must maintain regular board and chapter meeting attendance. Miss no more than three board meetings per term.
- Strongly encouraged to attend the WI SHRM Volunteer Leader Conference, WI SHRM State Conference, and/or National Volunteer Leader Conference during the term.

## Certification Director

### Position Summary:

Manage the Chapter's SHRM Certification program. Increase the number of chapter members who are certified as SHRM-CP or SHRM-SCP by the SHRM Certification Commission. Encourage members to become certified and recertified.

### Term:

- Two years beginning January 1<sup>st</sup> after the election concludes
- Max of two consecutive terms in the same position

### Responsible To:

- The members of the Chapter
- The Chapter President
- State Council Certification Director

### Responsibilities:

- In partnership with the Chapter Board, the State Council, and SHRM staff [Certification Relations Specialist-Chapters & State Councils and Field Services Director (FSD)], establish Chapter certification and recertification goals and work toward achieving successful outcomes.
- Serve as SHRM Recertification Provider point of contact for the Chapter account.
- Coordinate with the lead instructor and/or lead, plan, and arrange for speakers and materials at the SHRM certification study group meetings.
- Make announcements about the benefits of SHRM certification and/or provide newsletter copy or website text on benefits.
- Provide information about the chapter's SHRM certification study group at membership meetings, on the chapter website, chapter social media sites, and in the chapter newsletter (if applicable).
- If there is no chapter study group, provide information to members about alternative study methods.
- Recognize at meetings those who became SHRM certified through the pathway process or pass the test.
- Forward a list of known SHRM-certified members to the chapter membership chair and newsletter chair for publication and recognition.
- Provide information about recertification Professional Development Credits (PDCs) to members, including an online tracking program.
- Provide information about any changes in recertification requirements. Work with the chapter program chair to secure and maintain the SHRM Certification Preferred Provider status for applicable chapter programs.
- Maintain communication with the state council certification director and SHRM staff as needed.
- Participate in SHRM Certification Core Leadership Area teleconferences/webcasts and disseminate information to the Chapter Board and membership.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resource community.
- Attend all monthly membership and Board of Directors meetings.
- Assist other state chapters with the facilitation of SHRM certification courses if LASHRM members have access to the study group and/or materials.

- Upon completion of the position's term, assist the incoming Certification Director to ensure a smooth transition of responsibilities and continuity of knowledge and resources.

**Requirements:**

- Must be a SHRM national and Chapter member in good standing.
- Must hold a SHRM-CP or SHRM-SCP certification.
- Must work in a human resource or people manager capacity throughout the duration of their term.
- Must maintain regular board and chapter meeting attendance. Miss no more than three board meetings per term.
- Strongly encouraged to attend the WI SHRM Volunteer Leader Conference, WI SHRM State Conference, and/or National Volunteer Leader Conference during the term.

# Emerging HR Professionals Director

## Position Summary:

Manage the scholarship program, internship program, and college outreach efforts.

## Term:

- Two years beginning January 1<sup>st</sup> after the election concludes
- Max of two consecutive terms in the same position

## Responsible To:

- The members of the chapter
- The chapter president
- State Council College Relations Director

## Responsibilities:

- Committee liaison
  - Serve as the chair of the Emerging HR Professionals Committee.
  - As the chair of the Emerging HR Professionals Committee, the Emerging HR Professionals Director and not fewer than two other members engage emerging HR professionals, plan events, and volunteer as needed.
  - Recruit members to the Emerging HR Professionals Committee.
  - Plan and execute a minimum of 2 Emerging HR Professional events each calendar year.
- Develop scholarship application evaluation criteria and design the appropriate materials.
- Promote the scholarship program and internship program to local colleges and universities.
- Develop mentorship program application evaluation criteria and design the appropriate materials.
- Promote the mentorship program to emerging HR professionals and senior HR professionals.
- Evaluate applications and recommend recipients.
- Make recommendations on changes to the scholarship program (i.e., scholarship amount, number of recipients).
- Oversee the internship program. Send out requests to local HR professionals/chapter members requesting internship postings. Forward openings to members of local student chapters or to faculty members.
- Communicate with local faculty/colleges to provide classroom visits to discuss HR topics, the Chapter, internships/scholarships, SHRM membership, etc. Act as a mentor to emerging HR professionals seeking a career in HR.
- Recommend community service projects to be supported by the chapter.
- Participate in the SHRM College Relations Core Leadership Area conference calls and webcasts.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors' meetings.
- Submit an appropriate article for publication in each monthly newsletter.
- Workforce Readiness
  - Partner with chapters, schools, business entities, and other non-SHRM workforce readiness coordinators to share information and discuss potential initiatives and partnerships.

- Participate in SHRM Workforce Readiness Core Leadership Area volunteer leader conference calls and webcasts.
- Upon completion of the position's term, assist the incoming Emerging HR Professionals Director to ensure a smooth transition of responsibilities and continuity of knowledge and resources.

**Requirements:**

- Must be a Chapter member in good standing.
- Must work in a human resource or people manager capacity throughout the duration of their term.
- Must maintain regular board and chapter meeting attendance. Miss no more than three board meetings per term.
- Strongly encouraged to attend the WI SHRM Volunteer Leader Conference, WI SHRM State Conference, and/or National Volunteer Leader Conference during the term.

# Governmental and Diversity Affairs Director

## Position Summary:

Serve as an appointed member of the chapter board of directors. Monitor and evaluate on a continuing basis local activities concerning diversity issues and pending legislative, regulatory, and legal action at the federal, state, and local levels that may have an impact on the management of human resources.

## Term:

- Two years beginning January 1<sup>st</sup> after the election concludes
- Max of two consecutive terms in the same position

## Responsible To:

- The members of the chapter
- The chapter president
- State Council Diversity Director & State Council Legislative Director

## Responsibilities:

- Diversity
  - Develop and/or distribute information and materials to chapter members to promote diversity in the workplace.
  - Publicize to chapter members examples of successful diversity efforts being undertaken by chapter members in their particular workplaces.
  - Work with the Chapter President on nominations for the Workplace Diversity Advocate Award.
  - Identify minorities and other individuals with diverse backgrounds in the local area who might be interested in joining the chapter.
  - Identify current chapter members with diverse backgrounds who might be interested in volunteer leadership opportunities.
  - Be available for presentations if and when appropriate or help to identify both diversity programs/speakers for conferences or chapter programs and speakers with diverse backgrounds for conferences or chapter programs.
  - Network with other diversity directors from other chapters within the state.
  - Coordinate efforts in developing diversity initiatives that can serve as models for other chapters.
  - Participate in SHRM Diversity Core Leadership Area conference calls and webcasts.
- Legislation
  - Provide a legislative affairs report to members at chapter meetings.
  - Maintain contact with state legislators and Member of Congress.
  - Monitor state and local government activities and provide timely information on public policy issues to the chapter president, state council legislative affairs director, and the SHRM's Government Affairs Department.
  - Encourage chapter members to respond to legislative alerts issued by SHRM's Government Affairs Team.
  - Work in close cooperation with the state council legislative affairs director and SHRM's Government Affairs Department.
  - 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.
  - Respond to any other requirements of the chapter president and state council legislative affairs director. Inform 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.
  - Promote within the chapter increased knowledge and activities for influencing legislation.
  - Write regular legislative updates for the chapter newsletter.
  - 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 the chapter.
  - Represent the chapter in the human resources community.
  - Attend all monthly membership and board of directors' meetings.
  - Attend and participate in all scheduled chapter meetings.
  - Submit an appropriate article for publication in each monthly newsletter.
  - Upon completion of the position's term, assist the incoming Governmental and Diversity Affairs Director to ensure a smooth transition of responsibilities and continuity of knowledge and resources.

### **Requirements:**

- Must be a SHRM national and Chapter member in good standing.
- Must work in a human resource or people manager capacity throughout the duration of their term.
- Must maintain regular board and chapter meeting attendance. Miss no more than three board meetings per term.
- Must attend WI SHRM Volunteer Leader Conference, WI SHRM State Conference, Workforce Policy Conference and/or National Volunteer Leader Conference during the term.

# Programming Director

## Position Summary:

Plan and direct the monthly LASHRM chapter meetings. Arrange speakers, venue setup, and meal plans in collaboration with the President-Elect. Create monthly meeting announcements. Coordinate with other board members to ensure smooth operations of monthly meetings and other LASHRM events.

## Term:

- Two years beginning January 1<sup>st</sup> after the election concludes
- Max of two consecutive terms in the same position

## Responsible To:

- The chapter president
- The members of the chapter
- State Programming Director

## Responsibilities:

- Committee liaison
  - Serve as chair of the Programming Committees.
  - As chair of the Programming Committee, the Programming Director and not fewer than two other members will select topics and speakers for monthly programs to provide information on topics of broad interest to Chapter members.
  - Recruit new members to serve on Programming Committee.
- Meeting preparation
  - Contact potential speakers and make arrangements for selected meetings, including selecting sites, promoting the program, obtaining biographies, making hotel and/or travel arrangements, and purchasing speaker gifts (as needed). Check speaker references.
  - Prepare meeting announcements that include speaker information, topics to be covered, schedule, sponsorship information, etc.
  - Provide the President-Elect the Meeting Announcements in a timely manner.
  - Purchase books of relevant HR meeting topics to be drawn for at the monthly meeting.
- Communication
  - Add upcoming programming to the LASHRM website, WI SHRM event calendar, and social media event calendars.
  - Send upcoming programming information to the Secretary to distribute in the monthly newsletter.
- Work with the President-Elect to secure sponsorships for the next year.
- Participate in the development and implementation of short-term and long-term strategic planning.
- Review program evaluations for feedback to be used in planning future events.
- Represent and promote the Chapter in the Human Resources Community.
- Upon completion of the position's term, assist the incoming Programming Director to assure a smooth transition of responsibilities and continuity of knowledge and resources.

## Requirements:

- Must be a Chapter member in good standing.
- Must work in a human resource or people manager capacity throughout the duration of their term.

- Must maintain regular board and chapter meeting attendance. Miss no more than three board meetings per term.
- Strongly encouraged to attend the WI SHRM Volunteer Leader Conference, WI SHRM State Conference, and/or National Volunteer Leader Conference during the term.

Revised March 2025

Chapter President *Taylor Forshee*

Date March 19, 2025