

SHRM[®]

SOCIETY FOR HUMAN
RESOURCE MANAGEMENT

CalSHRM Overview & Review of Resources

*Presented by: CalSHRM District Directors
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CALIFORNIA
STATE COUNCIL OF SHRM

What we will cover:

- Who is CalSHRM, what is our purpose?
- What role does CalSHRM play in the National SHRM Structure and how does this help you and your members?
- What do I have to do as a member of the board and how can CalSHRM help me in my role as president? (or in any other role on your board)
- How does CalSHRM Support You?



Who is CalSHRM?

The California State Council of SHRM or CalSHRM is the state affiliate for SHRM, representing a professional community of more than 25,000 SHRM members and the 120,000 + HR practitioners in the state.

- 100% volunteer organization
- 16 SHRM affiliated chapters and 1 SHRM Community
- Primary objective is to support the mission and initiatives of SHRM & our California Chapters

CalSHRM's Vision and Mission

Vision Statement:

“CalSHRM endeavors to be the premier resource for the California HR Professional”

Mission Statement:

“CalSHRM advances the HR profession and serves the HR professional through membership development, brand awareness and public policy/advocacy”

CalSHRM's Value Statements

Leadership: We are committed to providing and promoting strong leadership through mutual trust, respect, and strategic mechanisms that drive success

Relationships: We are dedicated to building dynamic relationships with our Local Chapters, State Council members and SHRM, by working side-by-side and delivering solid business value to them

Collaborate: We promote synergy by working in partnership toward shared goals, shared information, and fully aligning mutual interests

Supportive: We are devoted to the success of our Chapters and SHRM through steadfast support and encouragement of members

Service: We deliver outstanding service to Local Chapters, the State Council, SHRM and our Communities through devoted volunteers.

Community: We contribute to our HR community through purposeful actions and initiatives that demonstrate our values

How do We support You?

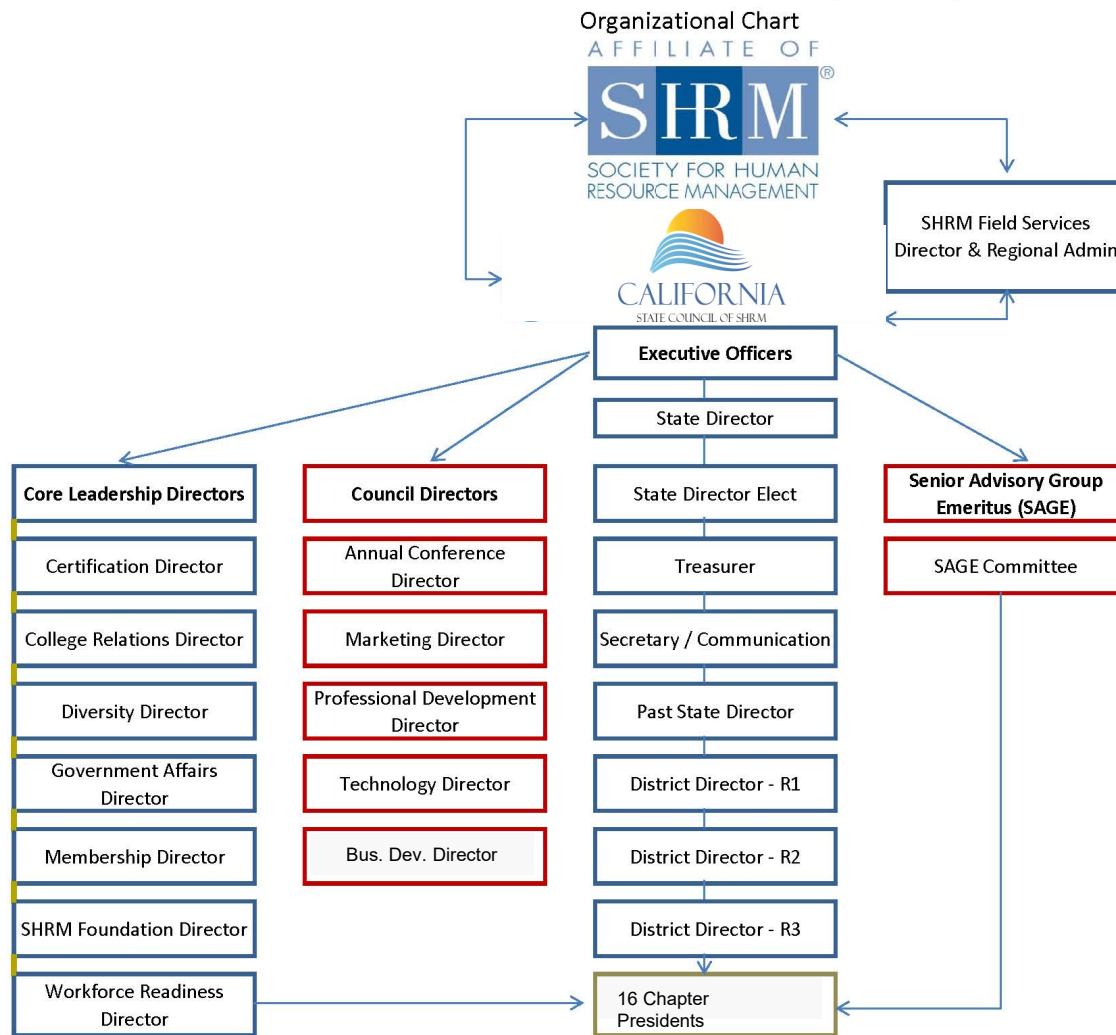
As a consolidated California community, CalSHRM coordinates professional development efforts, legislative advocacy, and serves as the conduit for communication among SHRM and chapters as well as SHRM at-large members.

How is CalSHRM Structured?

Our team consists of:

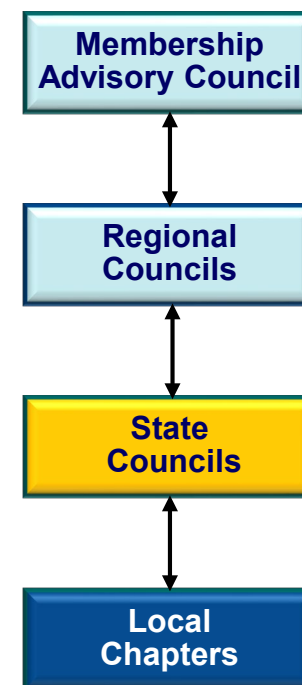
- Elected board members. All positions are elected by the Council board & Chapter Presidents.
- The Presidents of each of the 16 California SHRM chapter that range in size from 40 members to nearly 5,000 and cover three geographic district areas across CA.
- All of the CalSHRM leaders are “experienced chapter board members” and “business leaders” from across the state with experience managing volunteer & professional organizations.

California State Council of SHRM (CalSHRM)



What is a State Council?

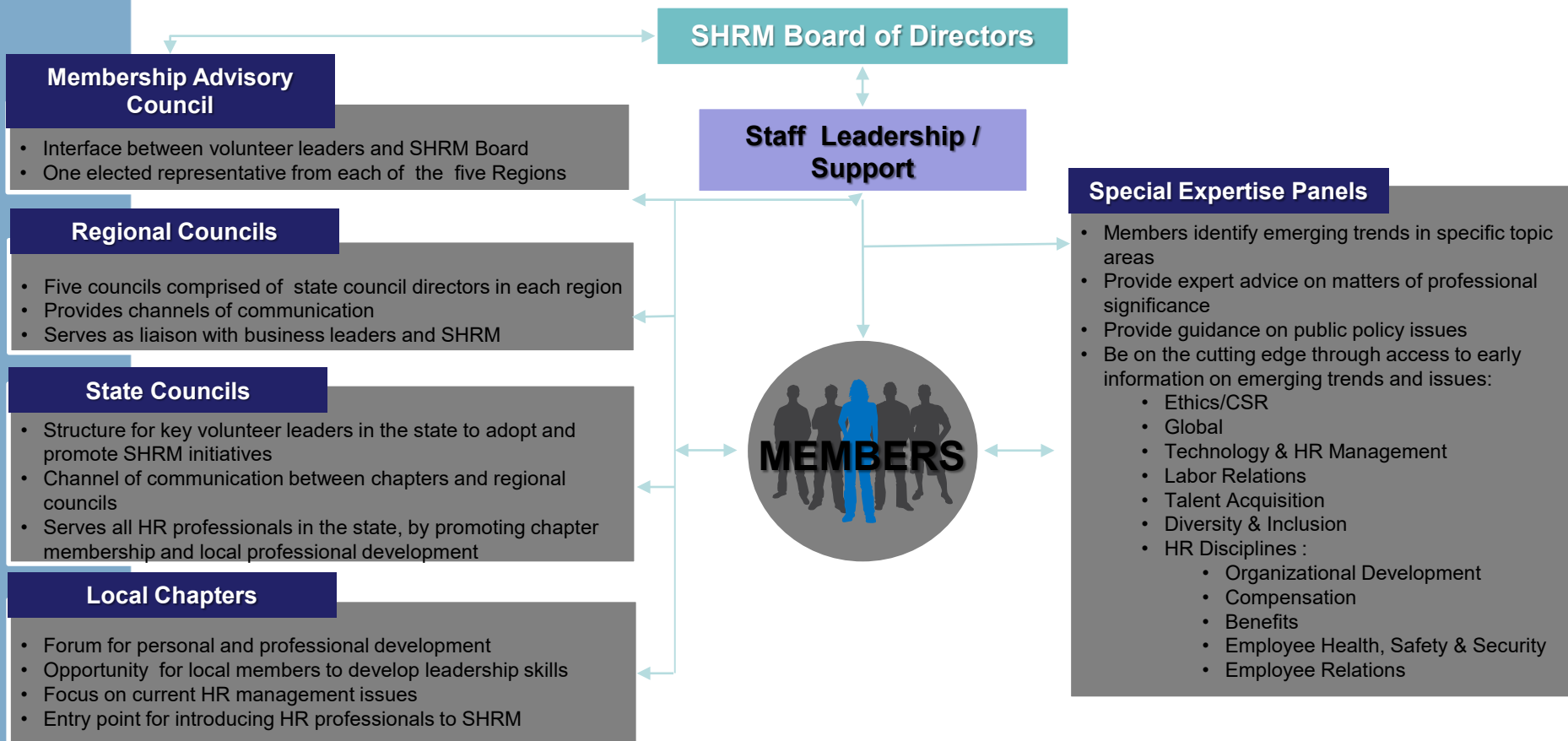
- Each state is governed by a state council with a State Council Director, who reports up to a Regional Council.
- Structure for key volunteer leaders in the state to adopt and promote SHRM initiatives
- Serves all HR professionals in the state, by promoting chapter membership and local professional development
- State councils engage in activities that raise the visibility and credibility of the HR profession and SHRM in the state.



We are part of something much bigger...

SHRM Volunteer Structure

(NETWORK OF CHAPTERS, STATE & REGIONAL COUNCILS & MAC)



What we do...

- Track CA legislation and its potential impact on the workforce to provide legislative updates to chapters and affiliates.
- Support volunteer leadership in chapters
- Sustain and increase membership in chapters with an emphasis on reaching the SHRM at-large members.
- Provide resources to local chapters

How we do it...

Quarterly Board Meetings

- 4 quarterly meetings a year
- 1 day event
- Held across the state



How we do it...

Annual Legislative Conference

- Held in Sacramento in April
- Dedicated to Legislative Advocacy, Education & Professional Development



How we do it...

Newsletters

- Informative Quarterly Newsletter
- Initiatives
- Educational Programming
- Statewide Events (Your programming)
- Leadership Opportunities & More!



ONE VOICE

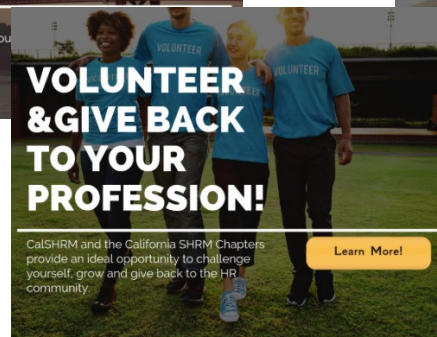
CalSHRM is committed to advancing the HR profession, knowing that together we can influence change. We provide several platforms for HR professionals and business to stay up-to-date legislative issues and raise awareness with government leaders including a state conference and quarterly newsletter.

[Learn More](#)

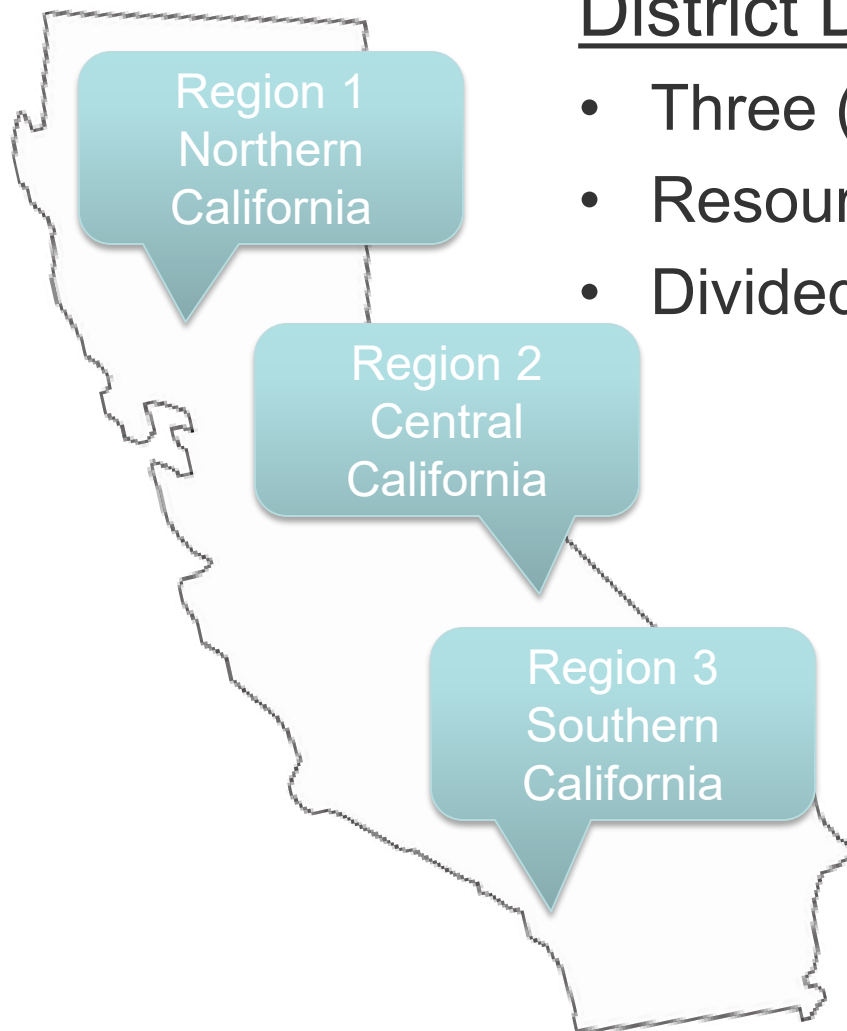
How we do it...

Executive Team

- Strategic Planning
- Meaningful Initiatives
- Making a Difference in California!



How we do it...



District Directors

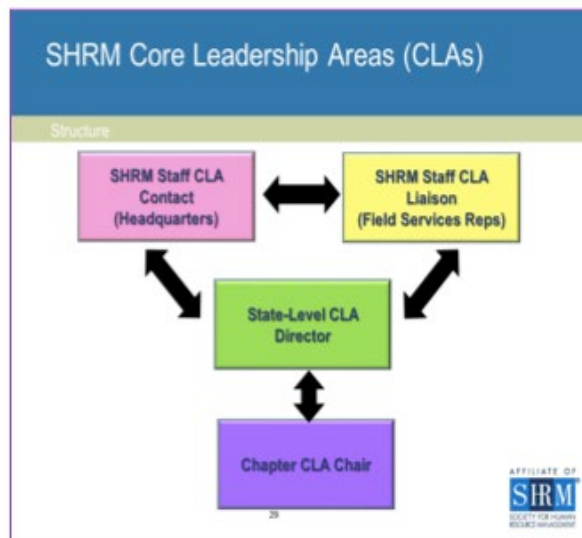
- Three (3) District Directors
- Resource for Chapters
- Divided into Three (3) Regions

How we do it...

Core Leadership (CLA) & Council Directors

SHRM Core Leadership Areas (CLAs)

Seven CLAs



Membership

- SHRM Foundation
- College Relations
- Diversity
- HR Certification
- Government Affairs
- Workforce Readiness

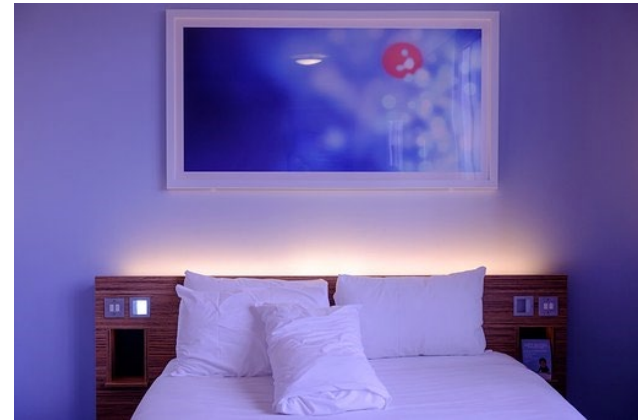
I am a Chapter President...What is my role with CalSHRM & how does it benefit me, my chapter and members?

- ✓ **VOTE!** Actively engaging with CalSHRM allows you to shape and structure the future of Human Resources in the state!
- ✓ **ENGAGE!** How better to improve your members' (and your) experience by engaging with CalSHRM and other chapters.
- ✓ **MAINTAIN YOUR SHRM AFFILIATION STATUS!** Presidents (or their board designee) are asked to attend a minimum of 3 meetings per year (75%) required to maintain SHRM affiliation.
- ✓ **DEVELOP AND ENGAGE YOUR CHAPTER LEADERS!** Help connect your chapter leaders to their respective CalSHRM Core Leadership Directors for continued contact and support.

Chapter Presidents working with CalSHRM (con't)

- ✓ **PROMOTE!** SHRM Annual Conference, SHRM Foundation, CalSHRM Legislative Conference, Certification, State and National SHRM Webinars, conference calls and initiatives. We are here to improve the profession and our members!
- ✓ **BE ACTIVE!** Participate in breakout sessions with District Directors, CLA, Council Directors, SHRM staff and other Presidents at CalSHRM meetings and everyday. Come prepared to discuss chapter successes and challenges and be willing to proactively problem solve.
- ✓ **LEAD YOUR BOARD!** Encourage your President Elect and other Chapter leaders to attend Quarterly CalSHRM Meetings whenever possible. It is great succession planning.
- ✓ **DEVELOP YOURSELF!**

How Does CalSHRM Support You? Chapter Support Program



How Does CalSHRM Support You? Chapter Support Program

Though we can't mitigate all issues of travelling, CalSHRM offers a "Chapter Support Program" to help chapters mitigate the cost of traveling to the Quarterly CalSHRM meetings.

Review of Program

The Chapter Incentive Plan was developed to reward chapter attendance at CalSHRM meetings and events, engagement and adoption of CalSHRM initiatives, and growth of chapter/state SHRM membership through various financial support initiatives.

Eligibility: Only a current affiliated California SHRM Chapter in good standing is eligible to participate in this plan.

What will CalSHRM Cover? Chapter Support Program

- For each quarterly meeting (Q2, Q3 and Q4) that a chapter representative is in attendance, CalSHRM will pay for:
 - Hotel accommodations (1-night)
 - Parking
 - Friday social
 - Food & Beverage for the meeting
- For each quarterly meeting (Q2, Q3 and Q4) that a chapter representative is in attendance for the full meeting the chapter will get:
 - 1 VLS registration, maximum 3 registrations per chapter
 - Hotel accommodations (1-night)
 - Friday social
 - Food & Beverage for the CalSHRM VLS

Chapter Participation to Earn Financial Support - Chapter Support Program cont.

Attendance

- Participants must send a qualified chapter leader to attend quarterly CalSHRM meetings and are present for the entire meeting.

Communication & Engagement

- Chapters are expected to engage with and support CalSHRM initiatives.
- Actively engage in council meetings and discussions.

Initiative Support

- Current CalSHRM state initiatives.
- CalSHRM State Legislative Conference.

Membership Rosters

- Administer and maintain their SHRM membership rosters.

Review of Resources

- SHRM 2019 Shape Planning Document & Checklist of Chapter Activities (covered by Jon Decoteau and available on the [Volunteer Leader Resource Center](https://community.shrm.org/vlrc/home))
 - <https://community.shrm.org/vlrc/home>



SHRM Chapter Activities by Month		
<p>SHRM is providing chapter presidents with this monthly checklist to help you in your planning. You will see that each month, there are required (or date sensitive) activities, recommended activities, and issues for caution. If your organization is on a fiscal year, use January as your starting month, but also check each month since there are certain deadlines and initiatives that happen during specific months.</p>		
Required	Recommended	Review
<p>January</p> <ul style="list-style-type: none"> • Hold planning meeting with new board using SHAPE planning workbook—be sure to include a succession planning discussion. • Participate in your state leadership conference if one is held (required for SHAPE Award). • Complete the SHAPE chapter online form by 1/31—plan for at least two people to have the data to complete it on time in case one person is unavailable. • Ensure that the chapter president is a member of SHRM throughout the year. If your bylaws require that other chapter board members are SHRM members, ensure that they remain SHRM members throughout the year. • If you hold a chapter conference or any educational event for 200+ participants, invite your PSD to speak at a session; also offer your PSD 10-15 minutes of time at the podium to address the full group; PSD should have a prime/visible booth location if you have an exhibit hall. (Required in SHAPE) • Notify your Field Services Director (FSD) of key chapter events for the year, such as conferences, annual award ceremonies, strategic planning meetings, and any other events you might want SHRM staff to attend. • If there have been any changes in your volunteers, report them to your Regional Administrator. Keep SHRM informed of any changes to e-mail addresses, contact information, and role changes as they occur. 	<ul style="list-style-type: none"> • Fill your volunteer leader positions, and/or solicit volunteers. • Develop and communicate your chapter's short- and long-term goals. • Provide the SHRM Fundamentals of Chapter Operations Manual to all volunteers. • Hold new leader orientation/transition using the slides and workbook in the VLRC. Provide a volunteer job description to the board and your expectations for the year. • Ask your membership chair to work with the state membership director to make sure they have a membership campaign scheduled and that members are aware of the membership resources available from SHRM. • Mark your calendars for key events during the year, such as the conference calls for chapters by size, Core Leadership Area (CLA) calls and webinars, state council meetings (chapter presidents should attend these meetings), state leadership events, SHRM conferences, etc. • District directors should be reaching out to chapter presidents to provide a presentation on SHRM member benefits, help chapter with orientation and planning meetings, etc. Please be responsive to your State Council Director and District Director. • Prepare an annual budget—it is recommended that you provide a budget for all of your committees/board members. • Set up process for tracking member retention—refer to the Membership CLA section in the VLRC. • Encourage your board and committee members to participate in SHRM Connect groups to share practices and ideas. • Super mega and 3000+ chapters are allowed two e-blasts per quarter to promote their activities to all SHRM members in the chapter's ZIP code range. Complete the online request form in the VLRC. 	<ul style="list-style-type: none"> • Have all new committee chairs and board members review the resources/webinars on the VLRC. • Ensure that board members carefully review and understand the chapter bylaws; consider changes as needed throughout the year. • Review the chapter's charter with your board (if you cannot locate this document, you can request it from your RA at SHRM). • Provide the Guide to Financial Management to treasurer and other key volunteers (all should review it). • Check the LeaderEdge blog for news and updates from SHRM. • Be sure that you are receiving e-mails from SHRM Volunteer Communications; if you have ever opted-out of a SHRM e-mail, you might not receive important info about your volunteer role.

Review of Resources

- SHRM Glossary
- [CalSHRM Website](http://www.calshrm.org)
- <http://www.calshrm.org>



Review of Resources

And your greatest resources...the people around you!



Why bother? What's the benefit?

- We all have common goals.
- There are strength in numbers.
- We help keep you connected to SHRM.

THANK YOU FOR COMING!



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