



## **Diversity and Inclusion Director**

### **Function**

Serve as a member of the State Council. Monitor and evaluate on a continuing basis local activity concerning diversity issues. Spearhead the effort to diversify the state council's and chapter's membership/leadership and to publicize successful diversity programs in the local community. Provides network with National SHRM resources, including tool kits and articles to the member chapters across the state.

### **Responsible To**

- State Council Director
- Executive State Council Committee

### **Competencies**

- High level of Emotional Intelligence
- Effective and Dynamic communication and facilitation skills
- Highly skilled at networking to build a foundation for sharing and building strategic D and I resources.

### **Responsibilities**

1. Spearhead the development and implementation of short-term and long-term strategic planning for the State Council to establish and implement D and I goals and initiative.
2. Develop and/or distribute information and materials to the State Council and Chapter Leaders to promote diversity in the workplace.
3. Research and identify educational resources available for bringing Diversity and Inclusion awareness in all State Council interactions and meetings.
4. Publicize to the State Council and Chapter Leaders examples of successful diversity efforts being undertaken at large across the state including other organizational D and I offerings and by members across the state in their particular workplaces.
5. Help the council develop a strategic plan to increase State Council diversity and inclusion efforts and to identify initiatives that can be shared with the chapters and chapter leadership across the state.
6. Identify current State Council Members with diverse backgrounds who are interested in continuing in volunteer leadership opportunities and works with the chapter leaders to identify potential State Council leaders and create a diverse talent pool.
7. Be available for presentations if and when appropriate or help to identify both diversity programs/speakers for conferences for the State Council and provides the names of potential speakers with diverse backgrounds for the Professional Development and Conference Directors and to be on the list of speakers available to Chapter use.
8. Coordinate efforts with Chapter Leaders to support each chapter having a D and I dedicated resource and collaborate with those identified resources to develop and present diversity initiatives that can serve as models for the other state chapters and councils.
9. Participate in SHRM Diversity and Inclusion Core Leadership Area conference calls and webcasts.



10. Attend all State Council meetings.

## **Requirements**

1. Must be an SHRM member in good standing. SHRM Certification highly desirable.
2. Appointment is made by the state council director.
3. Should be able to visit chapters throughout the state.
4. Nominated by the nominations committee and elected by CalSHRM Membership to serve a two-year term beginning the first day of January and ending the last day of December. May be nominated and reelected to one additional two-year term. If appointed to fill a vacant term, they may run for election for up to two additional terms.



## **SHRM Foundation Director**

### **Function**

Educate, promote, and represent the interests of the SHRM Foundation and its activities on the State Council.

### **Responsible To**

- The State Council Director

### Competencies

- Familiarity with the SHRM Foundation, its products and benefits for members and chapters.
- Effective and Dynamic communication and facilitation skills
- Highly skilled at networking to build a foundation for sharing and building strategic SHRM Foundation communication and resources.
- Financial management for 501c3 and c6 non profit organizations.

### **Responsibilities**

1. Educate the chapters and the state council 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.
2. Collaborate with the District Directors and other Core Leadership Areas – (CLA) to create synergies where possible especially with regard to the scholarships available for chapters and members and communicating other SHRM Foundation messages.
3. Encourage the chapter membership to contribute financially to the SHRM Foundation as a show of support for the human resources profession.
4. Encourage the State Council membership to support the Council's annual contribution to the SHRM Foundation.
5. Coordinate the SHRM Foundation Silent Auction at the California Legislative and HR Conference.
6. Participate in the SHRM Foundation Core Leadership Area webinars and communicate information and directions shared in those meetings with the Council as needed.
7. Know what you know and don't know about the tax and legal implications of different fund-raising activities and who to reach out to at National SHRM for more information and best practice sharing.
8. Participate in the development and implementation of short-term and long-term strategic planning for the State Council.
9. Attend all State Council Meetings.
10. Upon completion of the position's term, assist the incoming SHRM Foundation Director to assure a smooth transition of responsibilities and continuity of knowledge and resources.

### **Requirements**

1. Must be an SHRM member in good standing. SHRM Certification highly desirable.
2. May be elected or appointed by the state council director.



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3. Nominated by the nominating committee and elected by the State Council Membership to serve a two-year term beginning the first day of January and ending the last day of December. May be nominated and reelected for one additional two-year term. If appointed to fill a vacant term, they may run for election for up to two additional terms.



## Workforce Readiness Director

### **Function**

Monitors and evaluates on a continuing basis state and local activities concerning workforce readiness issues and works with chapter workforce readiness advocates to plan and encourage chapter involvement and activities impacting the workforce readiness arena. Presents a report or update to the state council director and members on workforce readiness developments, issues, and/or initiatives.

### **Responsible To**

- The State Council Director

### **Competencies**

- Communication and Collaboration Skills: written, oral and non-verbal.
- Familiarity with the workings of work and employment related government agencies for example Employment Development Department or DOL at state level.
- A strong agent for change as a result of the shifting in leadership and policy at federal, state and local governments and connecting with the National SHRM directives, such as Second Chance and Military initiatives.
- Persistence in connecting and building the support network required to produce and execute the State Council's adopted initiatives.

### **Responsibilities**

1. Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
2. Collaborate with the District Directors and other Core Leadership Area's to create synergies where possible.
3. Serves as advocate for workforce readiness on state council and at other professional meetings and assists chapters in coordinating programs and other chapter activities on workforce readiness.
4. Identifies and evaluates issues which impact workforce readiness and develop goals for state council strategy.
5. Serves as a resource for state council on workforce readiness issues and provides leadership to the chapters on these issues.
6. Monitors state and local activities concerning workforce readiness, workforce investment authorization, welfare-to-work, and education partnerships. Provides timely information on these issues to his/her state council director.



7. Works with the SHRM staff liaison on workforce readiness issues.
8. Develops and supports workshops and seminars which address workforce readiness initiatives and issues.
9. Provides special recognition for chapter members and for state and local programs that provide betterment of the workforce.
10. Responds to any other requirements of the state council director and SHRM staff liaison for workforce readiness.

## **Requirements**

1. Must be an SHRM member in good standing. SHRM Certification highly desirable.
2. May be elected or appointment by the state council director as they see fit.
3. Nominated by the nominations committee and elected by CalSHRM Membership to serve a two-year term beginning the first day of January and ending the last day of December. May be nominated and reelected to one additional two-year term. If appointed to fill a vacant term, they may run for election for up to two additional terms.



## State Council Membership Director

### **Function**

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 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. Serves as a voting member of the CalSHRM State Council Board of Directors.

### **Reports to**

State Director  
Executive Committee

### **Competencies**

Relationship Management  
Effective Communication and Presentation Skills  
Travel Savvy  
SHRM Competent

### **Responsibilities**

1. Provide leadership to chapter membership directors engaging them in a Membership Council with regularly scheduled conference calls.
2. Assure that chapter membership directors have access to best available resources for member recruitment and retention.
3. Track, analyze and report to the State Council the statewide and chapter membership growth and other relevant membership data (e.g., demographic data on members) such as:
  - At-large members recruited to chapters
  - Local members only recruited to SHRM
  - Non-affiliated professionals recruited to both organizations
  - Engagement/retention of current chapter members
4. Write articles regarding membership best practices for the CalSHRM website, e-blasts and newsletter; at least one article per quarter that can be utilized for all three.
5. Provide forum – e.g. state council meetings, conference calls – for chapter membership directors to discuss membership issues and share successful recruiting/retention practices and initiatives.
6. Serve as resource for chapters struggling to meet minimum standards of SHRM affiliated membership to assure that chapters are not disaffiliated for not meeting this requirement.



7. Encourage uniform membership requirements for all chapters based on the SHRM model for membership qualifications.
8. Participates in the SHRM Membership webcasts on behalf of the State Council to stay current on SHRM membership information and best practices.
9. Work with the Executive Committee to set the membership goals for the State and to establish forms of recognition for chapters who meet their goals.
10. Work with the Executive Committee to craft an engagement outreach program to SHRM at-large members in the state.
11. Collaborate with the District Directors and Core Leadership Area Directors to identify membership strategies available in their areas.
12. Encourage Chapter participation in the membership promotional programs as available thru SHRM, CalSHRM and Global SHRM Conferences.
13. Attendance at all quarterly State Council meetings is expected.
14. Respond to your emails in the CalSHRM inbox within 3 business days.
15. Assists with other duties as requested or assigned to support the CalSHRM State Council.

## **Requirements**

1. Must be an SHRM member in good standing. HR Certification highly desirable.
2. Must be a member of a local chapter.
3. Prior board service with a SHRM chapter (California preferred) or SHRM Council highly desirable.
4. Nominated by the nominating committee and elected by the membership of the State Council. Serves a two-year term beginning the first of January and ending the last day of December each year. May be nominated and elected to serve up to one additional two-year term. If appointed to fill a vacant term, they may run for election for up to two additional terms.

**Goals:** See goals as outlined and approved by the State Director.





## **State Council Professional Development and Certification Director**

### **Function**

Provide oversight to professional staff engaged by the CalSHRM State Council (State Council) to ensure that certification classes are built and managed to meet the requirements of SHRM and CalSHRM standards. Maintains a speakers list for Chapters' use to provide speaking resources for conferences and chapter meetings. Works with the CalSHRM Conference committee to ensure that CalSHRM conference programs receive PDC's and Bar Associations Recertification credits as appropriate. Promotes SHRM Certification activities for the State Council, SHRM affiliated chapters and their members.

Serves as a voting member of the CalSHRM State Council Board of Directors.

### **Responsible To**

The State Council Director

### **Competencies**

Expertise in SHRM Certification processes and practices and the why of certification  
Effectively promote and educate Chapter Leadership on the benefits of Certification and Professional Development  
Effective Communication Skills  
Preparation and Presentation Skills

### **Responsibilities**

1. Works in partnership with the State Council, SHRM affiliated chapters in the state, and SHRM staff [Certification Relations Specialist-Chapters & State Councils and Field Services Director (FSD)], to establish state-wide certification and recertification goals and work toward achieving successful outcomes.
2. Serve as SHRM Recertification Provider point of contact for the State Council account. Secures PDC's from SHRM for all programs and maintains the State's SHRM Certified Provider status.
3. Acts as an advisor and resource for California SHRM Chapters, Chapter Certification Leaders and their members on matters of Professional Development and Certification.
4. Coordinates CA State Legislative Conference speakers including, securing speakers, collecting speaker bios, program information, securing SHRM Credits and Bar Association Credits and sending speaker confirmation and thank you letters.
5. Facilitates speaker arrangements for State Council Meetings as needed.



6. Provides support and direction to Chapter Certification leaders regarding SHRM Certification programs including the dissemination of Certification Materials and encourage the formation of chapter study programs to facilitate the SHRM certification of chapter members.
7. Participates in quarterly SHRM Certification Core Leadership Area webcasts and disseminates information to State Council members and Chapter Certification Directors.
8. Encourages the SHRM certification of State Council members. Communicates SHRM professional development opportunities to State Council Members.
9. Utilize the SHRM Certification and Recertification presentations for affiliates, and report outcomes back to SHRM staff at least once a year. (The presentation templates are available on the Volunteer Leaders' Resource Center (VLRC): <https://community.shrm.org/vlrc/home>.)
10. Reports to the State Director on a regular basis concerning activities promoting SHRM Certification throughout the state.
11. Promotes the partnering of chapters and universities to conduct SHRM certification preparation courses using the SHRM Learning System.
12. Develops communication programs in and about SHRM Certification (e.g. topical, process, recertification, issues, etc.)
13. Performs other duties as assigned by the State Director.

### **Requirements**

1. Must be a SHRM National and local Chapter member in good standing and must be certified as a SHRM-CP or SHRM-SCP.
2. Attendance and participation in all meetings of the State Council is required.
3. Nominated by the nomination committee and elected to serve a two-year term beginning the first day of January and ending the last day of December. If appointed to fill a vacant term, they may run for election for up to two additional terms.

### **GOALS (see approved Goals by State Director)**



## State Council Treasurer

### **Function**

Prepares the financial records for the CalSHRM State Council (State Council) including leading budgeting discussions to present information to the Executive Committee and the CalSHRM State Council for approval. Monitors trends and predicts needs to ensure a sustainable future for CalSHRM. Ensures that financial accountings and records are delivered to the Council 5 business days before each council meeting for review and discussion. Serves as a voting member of the CalSHRM State Council Board of Directors and the Executive Committee.

### **Responsible To**

The State Council Director

### **Competencies**

Accuracy and attention to detail  
Presentation preparation and presentation skills  
Communication Skills

### **Responsibilities**

1. Prepares quarterly financial reports and presents at the CalSHRM State Council meetings and posts reports to the CalSHRM shared drive.
2. Leverages technology and identifies a process to track registrations, income and expenses for the CalSHRM State Council.
3. Maintains all financial records of the State Council required by law or SHRM.
4. Prepares, interprets and disseminates periodic financial status reports for approval by the State Council.
5. Prepares the annual budget of revenue and expenses and submits same for State Council approval at its first meeting each year.
6. Receives, holds, and safeguards in the capacity of trustee and financial agent, all funds for the State Council. Disburses such funds only for normal and usual uses unless the State Council otherwise directs.
7. Reviews the State Council's accounting and record keeping policies and procedures. Recommends or implements changes as indicated to protect and ensure the financial health of CalSHRM.
8. Administers the electronic payment system and replies to submitted requisitions within 5 business days.
9. Responds to your emails in the CalSHRM inbox within 48 hours.
10. Is a Signatory on the CalSHRM bank accounts.
11. Performs other duties as assigned by the State Council Director.



## **Requirements**

1. Must be a SHRM member in good standing. HR Certification highly desirable.
2. Must be a member of a local chapter.
3. Preferable for candidate to have experience in Finance and Accounting.
4. Prior board service at the chapter level highly desirable.
5. Nominated by the nominating committee and elected by the State Council Membership to serve a two-year term beginning the first day of January and end the last day of December and may be nominated and elected to serve an additional two terms. If appointed to fill a vacant term, they may run for election for up to two additional terms.

## **GOALS** (see approved Goals by State Director)