



CalSHRM Board of Directors

Volunteer Role Descriptions

State Director (President)

ESSENTIAL DUTIES

- Manages, oversees and leads the affairs, operations (including marketing and social media), and volunteers of the council as the chief elected officer, including the strategic planning and management processes.
- Serves as Chair of the Executive Committee of the Board and is a member of the Conference Committee.
- Provides coaching, counsel and guidance to elected and volunteer members who are responsible for accomplishing state and SHRM objectives.
- Participates as the state's representative on the appropriate SHRM Regional Council.
- Conducts performance evaluations of selected appointed and elected council members.
- Advocates and promotes the council and the profession by personal appearances, legislative meetings, and speaking engagements before SHRM chapters and other organizations.
- Prepares regular reports and provides input for the SHRM Regional Team, Regional Council, MAC and/or the SHRM Board as required.
- Signatory on bank accounts.

Requirements

- Attends 75% of all State Council and Executive Committee meetings and calls in person or virtually and travels as required.
- Position demands 10–15 hours weekly on average, heavier during event periods and uses CalSHRM email/phone.
- Must possess a minimum of 5 years' experience leading and overseeing a non-profit organization.
- Must be a SHRM Certified member in good standing throughout his/her term.
- Must be a resident of the State of California

State Director Elect (Vice-President)

ESSENTIAL DUTIES

- Fulfills the duties of the State Director in his/her absence in coordination with the Immediate Past State Director.
- Works directly with service providers securing quarterly meeting venues including contract negotiation, rooming estimates, BEO plans and logistics.
- Provides coaching, counsel and guidance to elected and volunteer members who are responsible for accomplishing state and SHRM objectives.
- Manages, directs and oversees District Director positions and CalSHRM Administrator, including evaluating performance.
- Reconciles selected bank accounts monthly and is back-up to Treasurer role when needed.
- Serves as Vice-Chair of the Executive Committee.
- Is a member of the Conference Committee.
- Signatory on bank accounts.

Requirements

- Attends 75% of all State Council and Executive Committee meetings and calls in person or virtually and travels as required.
- Position demands 10-15 hours weekly on average, heavier during event periods and use CalSHRM email/phone.
- Must possess a minimum of 5 years' experience leading and overseeing a non-profit organization.
- Must be a SHRM Certified member in good standing throughout his/her term.
- Must be a resident of the State of California

Immediate Past Director

ESSENTIAL DUTIES

- Automatically appointed position under bylaws for State Directors who complete their full term(s) of service.
- Fulfills the duties of the State Director in his/her absence in coordination with the State Director Elect as needed.
- Is a member of the Continuity Committee.
- Provides coaching, counsel and mentorship to State Director and Director Elect as needed.
- Is back-up for Accounts Payable and Receivable functions if needed.
- Serves as a member of the Executive Committee.
- May act as Chair of the Conference Committee and serve as Conference Director.
- Serves as Chair of the Nominating Committee and Inspector of Elections for Council.

Requirements

- Attends 75% of all State Council and Executive Committee meetings and calls in person or virtually and travels as required.
- Position demands 5-7 hours weekly on average, heavier during event periods or if Conference Director and uses CaISHRM email/phone.
- Must have served as State Director for one or two full terms.
- Must be a SHRM Certified member in good standing throughout his/her term.
- Must be a resident of the State of California

Treasurer (Finance Director)

ESSENTIAL DUTIES

- Prepares and maintains the Council general budget and conference budget.
- Prepares and oversees Council tax filing.
- Manages and oversees all Council Insurance policies.
- Prepares council financial reports monthly and prepares quarterly financial presentation for all quarterly meetings.
- Is a member of the Executive Committee.
- Prepares and disseminates budget updates and reminders to Council Roles with budgetary spending limits.
- Processes Accounts Payable and Receivable functions for the council.
- Serves on the Conference Committee as treasurer.

Requirements

- Attends 75% of all State Council and Executive Committee meetings and calls in person or virtually and travels as required.
- Position demands 2–5 hours weekly on average, heavier during event periods, and uses CalSHRM Email/Phone.
- Must have strong (5 years +) general accounting/finance background.
- Must be a SHRM member in good standing throughout his/her term. (Certification not required)
- Must be a resident of the State of California

Secretary (Communication Director)

ESSENTIAL DUTIES

- Prepares, manages and maintains the Council agendas, presentations, and minutes for each Council and Executive Committee meeting.
- Prepares, maintains and oversees Council governance documentation including Bylaws, Board Policies, Resolutions, Motions, Disclosures and Acknowledgments.
- Manages, maintains and administers Council communication document templates including letterhead, fax, PowerPoint, agenda, minutes and other templates as needed.
- Manages and maintains a current Council Member Roster and publishes roster in G Drive.
- Is a member of the Executive Committee.
- Maintains archive of CalSHRM governance and communication records in G Drive.
- Processes and administers volunteer applications for Council committees.
- Serves as bac-up to CalSHRM Administrator for answering emails to admin@calshrm.com as needed.

Requirements

- Attends 75% of all State Council and Executive Committee meetings and calls in person or virtually and travels as required.
- Position demands 3–6 hours weekly on average, heavier during event periods.
- Must have strong communication and computer program skills in Google, MS Word, Excel and PowerPoint.
- Must be a SHRM member in good standing throughout his/her term. (Certification not required)
- Must be a resident of the State of California

District Director

ESSENTIAL DUTIES

- CHAPTER SUPPORT
 - Acts as a resource and liaison for District Chapter Presidents and Presidents Elect and develops a synergistic relationship between Chapters and CalSHRM supporting all CalSHRM and SHRM initiatives.
 - Responsible for communicating and reporting meeting recaps quarterly to district Chapter Presidents and is responsible for follow-up to ensure compliance. (Prefer contact at 10 - 15 days prior to each State Council meeting).
 - May attend monthly district Chapter and/or Board meetings in the region when possible.
 - Meets and works with district Chapter Leaders at each State Council meeting during Chapter specific session.
 - Communicates regularly with other District Directors in CA and builds agenda and content for Annual VLS each January.
 - Communicates regularly with CalSHRM State Director and Director Elect on District issues, Concerns and Status.
- COUNCIL ADMINISTRATION
 - Responsible for, coordination, programming, sponsorships, and logistics of CalSHRM Volunteer Leadership Summit (VLS) each January.
 - Works directly with CalSHRM Treasurer on budget and costs for VLS.
 - Responsible for ensuring Chapters submit data for CalSHRM and SHRM initiatives in a timely manner.
 - Reviews CalSHRM Website regularly for Chapter Event Content updates
 - Contributes information of interest to SHRM at large and in chapters to Quarterly E-Newsletter.

Requirements

- Attends 75% of all State Council and Executive Committee meetings and calls in person or virtually and travels as required.
- Position demands 7–10 hours weekly on average, heavier during event periods and uses CalSHRM email/phone.
- Must have strong relationship management skills.
- Must be adept in e-communication and computer program skills using Google, MS Word, Excel and PowerPoint.
- Familiarity with Cvent system preferred.
- Must have prior leadership experience in the non-profit sector, preferably a SHRM affiliate chapter.
- Must be a SHRM certified member in good standing throughout his/her term.
- Must be a resident of the State of California

Membership Director (CLA)

ESSENTIAL DUTIES

- CHAPTER SUPPORT
 - Acts as a resource and liaison for Chapter Membership and At-Large leaders and develops a synergistic relationship between Chapter leaders and CalSHRM supporting all CalSHRM and SHRM membership initiatives.
 - Responsible for communicating and reporting SHRM Membership reports and recaps quarterly to Chapter leaders and is responsible for follow-up to ensure state goals and objectives are met. (Prefer contact at 10 - 15 days prior to each State Council meeting).
 - May attend Chapter and/or Chapter Board meetings in the state when possible.
 - Meets and works with state Chapter Membership Leaders at each State Council meeting or on regular conference calls/online sessions and reports to council on membership during CLA specific session.
 - Communicates regularly with SHRM Regional Staff in CA and builds/delivers membership marketing presentation session at Annual VLS each January.
 - Communicates regularly with CalSHRM State Director and Director Elect on Membership issues, concerns and Status.
- COUNCIL ADMINISTRATION
 - Serves as Chair and recruits, manages and leads the CalSHRM Membership Committee
 - Responsible for ensuring Chapters submit membership data for SHRM audit at least annually.
 - Reviews CalSHRM Website regularly for Membership Content updates
 - Contributes information of interest promoting SHRM membership/renewal in Quarterly E-Newsletter.

Requirements

- Attends 75% of all State Council meetings and calls in person or virtually and travels as required.
- Position demands 3–5 hours weekly on average, heavier during event periods and uses CalSHRM email/phone.
- Must have strong relationship management skills.
- Must be adept in e-communication and computer program skills using Google, MS Word, Excel and PowerPoint.
- Full knowledge of SHRM membership terms & conditions as well as pricing and value proposition required.
- Must have prior leadership experience in the non-profit sector, preferably in a 501c6 membership organization.
- Must be a SHRM certified member in good standing throughout his/her term.
- Must be a resident of the State of California

Government Affairs Director (CLA)

ESSENTIAL DUTIES

- CHAPTER SUPPORT
 - Acts as a resource and liaison for Chapter GA and Advocacy leaders and develops a synergistic relationship between Chapter leaders and CalSHRM supporting all CalSHRM and SHRM legislative and advocacy initiatives.
 - Responsible for communicating and reporting CalSHRM Legislative Updates monthly and is responsible for follow-up to ensure state legislative advocacy goals and objectives are met. (Works collaboratively with SHRM staff in Sacramento and D.C.).
 - May attend and/or testify before state legislative bodies and committees when possible.
 - Meets and works with state Chapter Legislative and Advocacy Leaders at each State Council meeting or on regular conference calls/online sessions and reports to council on legislative advocacy and CalSHRM position during CLA specific session.
 - Communicates regularly with SHRM Staff in CA and builds/delivers legislative outlook presentation session at Annual HR Advocacy and Legislative Conference each April.
 - Communicates regularly with CalSHRM State Director and Director Elect on government affairs issues, concerns and Status.
- COUNCIL ADMINISTRATION
 - Serves as Chair and recruits, manages and leads the CalSHRM State Government Affairs Committee
 - Serves on the CalSHRM State Legislative Conference Committee.
 - Reviews CalSHRM Website regularly for Legislative Content updates
 - Contributes information promoting SHRM advocacy, A-Team and legislative updates in Quarterly E-Newsletter.

Requirements

- Attends 75% of all State Council meetings and calls in person or virtually and travels as required.
- Position demands 7–10 hours weekly on average, heavier during event periods and uses CalSHRM email/phone.
- Must have strong relationship management skills and knowledge of CA employment laws and labor code.
- Must be adept in e-communication and computer program skills using Google, MS Word, Excel and PowerPoint.
- Licensed attorney or Jurist Doctorate is highly preferred.
- Must have prior legislative advocacy experience in the non-profit sector.
- Must be a SHRM member in good standing throughout his/her term.
- Must be a resident of the State of California

Certification Director (CLA)

ESSENTIAL DUTIES

- CHAPTER SUPPORT
 - Acts as a certification and education partner resource and liaison for Chapter leaders and develops a synergistic relationship between Chapter leaders and CalSHRM supporting all CalSHRM and SHRM certification and education initiatives.
 - Responsible for communicating and reporting CalSHRM & SHRM certification information and is responsible for follow-up to ensure state certification and education goals and objectives are met. (Works collaboratively with SHRM staff in Education Dept., Holmes Corporation and Professional Development Director on goals).
 - Acts as coordinator and provides admin support at CalSHRM training classes and tech producer assistance in Virtual classes.
 - Meets and works with Chapter Certification Leaders at each State Council meeting or on regular conference calls/online sessions, or emails and reports to council on certification and Chapter revenue share opportunities for education courses during CLA specific session.
 - Communicates regularly with SHRM Staff in D.C. and builds certification and education PPT presentation for Annual HR Advocacy and Legislative Conference each April.
 - Communicates regularly with CalSHRM State Director, Director Elect, and Professional Development Director on certification and education issues, concerns and Status.
- COUNCIL ADMINISTRATION
 - Serves as Chair and recruits, manages and leads the CalSHRM Certification Committee.
 - Serves on the CalSHRM State Legislative Conference Committee.
 - Reviews CalSHRM Website regularly for Certification and Education Classes Content updates
 - Contributes information promoting CalSHRM certification and education classes in Quarterly E-Newsletter.

Requirements

- Attends 75% of all State Council meetings and calls in person or virtually and travels as required.
- Position demands 7–10 hours weekly on average, heavier during event periods and uses CalSHRM email/phone.
- Must have strong relationship management skills and knowledge of SHRM Certification guidelines.
- Must be adept in e-communication and computer program skills using Google, MS Word, Excel and PowerPoint.
- Must be a SHRM member in good standing throughout his/her term. SHRM Certification preferred.
- Must be a resident of the State of California

College Relations Director (CLA)

ESSENTIAL DUTIES

- CHAPTER SUPPORT
 - Acts as a college relations resource and liaison for Chapter leaders and develops a synergistic relationship between Chapter leaders and CalSHRM supporting all CalSHRM and SHRM college relations initiatives.
 - Responsible for communicating and reporting CalSHRM & SHRM college relations information and is responsible for follow-up to ensure state college relations goals and objectives are met. (Works collaboratively with SHRM Education partners and University Student Chapters in the state).
 - Coordinates, manages, and produces CalSHRM Student Case Competition event in conjunction with Student Chapters.
 - Meets and works with Chapter College Relations Leaders at each State Council meeting or on regular conference calls/online sessions, or emails and reports to council on college relations and CalSHRM case competition during CLA specific session.
 - Communicates regularly with SHRM Staff in Sacramento and recruits/coordinates student volunteers for Annual HR Advocacy and Legislative Conference each April.
 - Communicates regularly with CalSHRM State Director and State Director Elect on college relations issues, concerns and Status.
- COUNCIL ADMINISTRATION
 - Serves as Chair and recruits, manages and leads the CalSHRM State College Relations Committee.
 - Reviews CalSHRM Website regularly for college relations and case competition content updates
 - Contributes information promoting CalSHRM college relations and case competition in Quarterly E-Newsletter.

Requirements

- Attends 75% of all State Council meetings and calls in person or virtually and travels as required.
- Position demands 5–7 hours weekly on average, heavier during event periods and uses CalSHRM email/phone.
- Must have strong relationship management skills and knowledge of SHRM college relations and student chapter guidelines.
- Must be adept in e–communication and computer program skills using Google, MS Word, Excel and PowerPoint.
- Must be a SHRM member in good standing throughout his/her term. SHRM Certification preferred.
- Must be a resident of the State of California

SHRM Foundation Director (CLA)

ESSENTIAL DUTIES

- CHAPTER SUPPORT
 - Acts as a SHRM foundation resource and liaison for Chapter leaders and develops a synergistic relationship between Chapter leaders and CalSHRM supporting all CalSHRM and SHRM foundation initiatives.
 - Responsible for communicating and reporting CalSHRM & SHRM foundation information and is responsible for follow-up to ensure state SHRM Foundation goals and objectives are met. (Works collaboratively with SHRM Foundation partners and SHRM Staff in Sacramento and D.C.).
 - Coordinates, manages, and maintains CalSHRM “SHRM Foundation Go-Bag” program. Conducts regular events to solicit donations for the Foundation at CalSHRM events including the State legislative Conference.
 - Meets and works with Chapter SHRM Foundation Leaders at each State Council meeting or on regular conference calls/online sessions, or emails and reports to council on SHRM Foundation key issues during CLA specific session.
 - Communicates regularly with CalSHRM State Director and State Director Elect on SHRM Foundation issues, concerns and Status.
- COUNCIL ADMINISTRATION
 - Serves as Chair and recruits, manages and leads the CalSHRM SHRM Foundation Committee.
 - Reviews CalSHRM Website regularly for SHRM Foundation content updates
 - Contributes information promoting CalSHRM SHRM Foundation efforts and information in Quarterly E-Newsletter.

Requirements

- Attends 75% of all State Council meetings and calls in person or virtually and travels as required.
- Position demands 5–7 hours weekly on average, heavier during event periods and uses CalSHRM email/phone.
- Must have strong relationship management skills and knowledge of SHRM Foundation guidelines.
- Must be adept in e-communication and computer program skills using Google, MS Word, Excel and PowerPoint.
- Must be a SHRM member in good standing throughout his/her term. SHRM Certification preferred.
- Must be a resident of the State of California

Workforce Readiness Director (CLA)

ESSENTIAL DUTIES

- CHAPTER SUPPORT
 - Acts as a workforce readiness resource and liaison for Chapter leaders and develops a synergistic relationship between Chapter leaders and CalSHRM supporting all CalSHRM and SHRM workforce readiness initiatives.
 - Responsible for communicating and reporting CalSHRM & SHRM workforce readiness information and is responsible for follow-up to ensure state workforce readiness goals and objectives are met. (Works collaboratively with SHRM Foundation partners and SHRM Staff in Sacramento and D.C. on veteran issues).
 - Coordinates, manages, and maintains CalSHRM “We All Serve” program. Conducts regular communication for workforce readiness at CalSHRM events including the State legislative Conference.
 - Meets and works with Chapter workforce readiness Leaders at each State Council meeting or on regular conference calls/online sessions, or emails and reports to council on workforce readiness key issues during CLA specific session.
 - Communicates regularly with CalSHRM State Director and State Director Elect on workforce readiness issues, concerns and Status.
- COUNCIL ADMINISTRATION
 - Serves as Chair and recruits, manages and leads the CalSHRM Workforce Readiness Committee.
 - Is a member of the CalSHRM Annual Legislative Conference Committee
 - Reviews CalSHRM Website regularly for workforce readiness content updates
 - Contributes information promoting CalSHRM workforce readiness efforts and information in Quarterly E-Newsletter.

Requirements

- Attends 75% of all State Council meetings and calls in person or virtually and travels as required.
- Position demands 6–8 hours weekly on average, heavier during event periods and uses CalSHRM email/phone.
- Must have strong relationship management skills and knowledge of SHRM Foundation veteran initiative guidelines.
- Must be adept in e–communication and computer program skills using Google, MS Word, Excel and PowerPoint.
- Must be a SHRM member in good standing throughout his/her term. SHRM Certification preferred.
- Must be a resident of the State of California

Professional Development Director

ESSENTIAL DUTIES

- CHAPTER SUPPORT
 - Acts as a professional development resource and liaison for Chapter leaders and develops a synergistic relationship between Chapter leaders and CalSHRM supporting all CalSHRM and SHRM professional development initiatives.
 - Responsible for communicating and reporting CalSHRM & SHRM professional development information and is responsible for follow-up to ensure state professional development goals and objectives are met. (Works collaboratively with SHRM Staff in Sacramento and D.C. on speaker issues).
 - Coordinates, manages, and maintains CalSHRM “Speaker’s Bureau” program. Conducts regular communication for professional development at CalSHRM events including the State legislative Conference.
 - Meets and works with Chapter professional development Leaders at each State Council meeting or on regular conference calls/online sessions, or emails and reports to council on professional development key issues and speaker’s bureau during CLA specific session.
 - Communicates regularly with CalSHRM State Director and State Director Elect on professional development issues, concerns and Status.
- COUNCIL ADMINISTRATION
 - Serves as Chair and recruits, manages and leads the CalSHRM Professional Development Committee.
 - Is a member of the CalSHRM Annual Legislative Conference Committee and Education Partner Committee.
 - Reviews CalSHRM Website regularly for professional development content updates and speaker applications.
 - Contributes information promoting CalSHRM workforce readiness efforts and information in Quarterly E-Newsletter.

Requirements

- Attends 75% of all State Council meetings and calls in person or virtually and travels as required.
- Position demands 6–8 hours weekly on average, heavier during event periods and uses CalSHRM email/phone.
- Must have strong relationship management skills and knowledge of instruction, facilitation and presentation.
- Must be adept in e-communication and computer program skills using Google, MS Word, Excel and PowerPoint.
- Must be a SHRM member in good standing throughout his/her term. SHRM Certification preferred.
- Must be a resident of the State of California

Diversity & Inclusion Director (CLA)

ESSENTIAL DUTIES

- CHAPTER SUPPORT
 - Acts as a D&I resource and liaison for Chapter leaders and develops a synergistic relationship between Chapter leaders and CalSHRM supporting all CalSHRM and SHRM D&I initiatives.
 - Responsible for communicating and reporting CalSHRM & SHRM D&I information and is responsible for follow-up to ensure state D&I goals and objectives are met. (Works collaboratively with SHRM Staff in Sacramento and D.C. on D&I issues).
 - Coordinates, manages, and maintains CalSHRM “D&I Go-Bag” program. Conducts regular communication for D&I at CalSHRM events including the State VLS.
 - Meets and works with Chapter D&I Leaders at each State Council meeting or on regular conference calls/online sessions, or emails and reports to council on D&I key issues and information during CLA specific session.
 - Communicates regularly with CalSHRM State Director and State Director Elect on D&I issues, concerns and Status.
- COUNCIL ADMINISTRATION
 - Serves as Chair and recruits, manages and leads the CalSHRM Diversity & Inclusion Committee.
 - Reviews CalSHRM Website regularly for D&I content and information updates.
 - Contributes information promoting CalSHRM D&I efforts and information in Quarterly E-Newsletter.

Requirements

- Attends 75% of all State Council meetings and calls in person or virtually and travels as required.

- Position demands 3–5 hours weekly on average, heavier during event periods and uses CalSHRM email/phone.
- Must have strong relationship management skills and knowledge of diversity and inclusion trends.
- Must be adept in e–communication and computer program skills using Google, MS Word, Excel and PowerPoint.
- Must be a SHRM member in good standing throughout his/her term. SHRM Certification preferred.
- Must be a resident of the State of California