

## 2014 MCSHRM Board of Director Positions

### **President**

The President shall preside at the meetings of the members and of the Board. He/she shall direct the Chapter and have charge and supervision of the affairs and business of the Chapter, subject to the ultimate management authority of the Board of Directors. He/she shall maintain liaison and be a current member in good standing of SHRM during his/her entire term of office.

### **Past President**

The President-Elect, at the request of the President or in his/her absence or disability, may perform any of the duties of the President. He/she shall have such other powers and perform such other liaison duties as the Board or the President may determine. He/she will collaborate with the President and Past President in succession planning for the Board of Directors. The President-Elect is encouraged to attend the annual SHRM Leadership Conference. The Chapter requires the President-Elect to be a current member in good standing of SHRM during his/her entire term of office.

### **President-Elect**

The President-Elect, at the request of the President or in his/her absence or disability, may perform any of the duties of the President. He/she shall have such other powers and perform such other liaison duties as the Board or the President may determine. He/she will collaborate with the President and Past President in succession planning for the Board of Directors. The President-Elect is encouraged to attend the annual SHRM Leadership Conference. The Chapter requires the President-Elect to be a current member in good standing of SHRM during his/her entire term of office.

### **Treasurer**

The Treasurer shall be responsible for the financial affairs of the Chapter, including all required filings. These responsibilities shall include financial reports to the Board and coordinating arrangements for the annual examination audit of the accounts as may be required by the Board. He/she shall be responsible for coordinating joint membership billing with SHRM. He/she shall also perform such other duties as the President may determine. The Chapter requires the Treasurer to be a current member in good standing of SHRM during his/her entire term of office.

### **Secretary**

The Secretary shall be responsible for recording the minutes of all meetings of the Board of Directors. The Secretary shall be responsible for recording the minutes of all meetings of the Chapter. The Chapter requires the Secretary to be a current member in good standing of SHRM during his/her entire term of office.

### **Membership Director**

The Membership Director shall serve as chair of the Membership Committee. He/she shall encourage Chapter and SHRM membership growth and shall maintain the official membership roster of the Chapter. He/she shall have such other powers and perform such other duties as the President may determine. The Chapter requires the Membership Director to be a current member in good standing of SHRM during his/her entire term of office.

### **Retention Director**

(New MCSHRM Board Position) - The Retention Director shall serve as chair of the Retention Committee. He/she shall encourage Chapter and SHRM membership renewal and engagement. He/she shall have such other powers and perform such other duties as the President may determine. The Chapter requires the Retention Director to be a current member in good standing of SHRM during his/her entire term of office.

### **Program Director**

The Program Director shall serve as Chair of the Program Committee. This responsibility includes programs conducted at all regular meetings of the members, networking and social functions sponsored by the Chapter as determined by the President and the Board and shall be responsible for making all members aware of such meetings. He/she shall have the authority to appoint sub-committees to plan and implement the activities associated with the program year. The Chapter requires the Program Director to be a current member in good standing of SHRM during his/her entire term of office.

### **Professional Development Director**

The Professional Development Director shall serve as Chair of the Professional Development Committee. This responsibility includes planning and coordinating in-depth subject-matter programs conducted at workshops and/or seminars sponsored by the Chapter as determined by the President and the Board. He/she shall have the authority to appoint sub-committees to plan and implement the activities associated with all professional development activities. The Chapter requires the Professional Development Director to be a current member in good standing of SHRM during his/her entire term of office.

### **Community Affairs Director**

The Community Affairs Director shall manage Chapter outreach efforts in the community. Responsibility includes recommending community service or diversity projects and initiatives to be supported by the Chapter. He/she shall provide information to Chapter members about local community organizations and maintain liaison with various organizations and community groups. The Chapter requires the Community Affairs Director to be a current member in good standing of SHRM during his/her entire term of office.

### **Communications Director**

The Communication Director shall provide timely and comprehensive information to Chapter members about programs, workshops, and other matters of interest via Chapter publications. The Communication Director shall keep membership informed of Chapter projects, activities and meetings, and disseminate relevant professional information viewed as beneficial to the members. The Chapter requires the Communication Director to be a current member in good standing of SHRM during his/her entire term of office.

### **Legislative Affairs Director**

The Legislative Affairs Director shall manage the legislative affairs function of the Chapter. Responsibility includes monitoring and evaluating pending legislative, regulatory and legal action that may have an impact on the management of human resources. He/she shall present legislative updates to the Chapter members. The Legislative Affairs Director shall inform elected officials of SHRM's position on legislation affecting the human resources profession and work in close cooperation with the Maryland SHRM State Council and SHRM headquarters staff in carrying out these tasks. The Chapter requires the Legislative Affairs Director to be a current member in good standing of SHRM during his/her entire term of office.

### **Marketing Director**

The Marketing Director shall oversee and manage the marketing and public relations activities of the chapter. The Marketing Director will coordinate and guide the activities of networking events, and communicate with local media sources to ensure community awareness of chapter activities and events. The Director will work with the President, Membership Director, Communications Director, Community Relations Director and other members of the board to communicate, advertise and market chapter-related or HR-related news, events or other items for local newspaper, business papers and other media outlets.

### **Hospitality Director**

(New MCSHRM Board Position) – The Hospitality Director shall serve as chairperson to the Hospitality committee. This responsibility includes securing meeting and event locations that meet the needs of the chapter in addition to coordinating food, beverage, a/v, and other meeting needs as required. The Hospitality Director will work with the Present and the Board to schedule events that meet chapter budget guidelines as well as meeting location requirements. He/she shall have the authority to appoint sub-committees to plan and implement the activities associated with all chapter meetings, professional development activities and networking events. The Chapter requires the Hospitality Director to be a current member in good standing of SHRM during his/her entire term of office.

### **College Relations Director**

(New position for 2014) – The College Relations Director will manage the chapter scholarship program and college outreach efforts. The College Relations Director will communicate with local faculty/colleges to provide classroom visits to discuss HR topics, the Chapter, scholarships, SHRM membership, etc., and act as mentor to college students seeking a career in HR. The Director will work with the President and board to recommend community service projects to be supported by the chapter, and participate in the SHRM College Relations Core Leadership Area conference calls and webcasts. The Chapter requires the College Relations Director to be a current member in good standing of SHRM during his/her entire term of office.