



District Director – Core Leadership Area/Subject Matter Expert

Function

Serves as a CalSHRM State Council (State Council) representative of a specific CLA (Core Leadership Area) in a designated geographical area within the state, preferably in close proximity to the incumbent's location.

Is a Subject Matter Expert (SME) in one of the following [SHRM CLAs](#):

- Membership
- Inclusion
- Professional Development
- College Relations
- SHRM Education
- SHRM Foundation
- Workforce Readiness
- Volunteer Development

Utilizing the [SHRM Body of Knowledge](#) (SHRM BoCK) as a foundation, The District Director will provide best practices, current trends, innovative ideas and overall support to chapters. Provides leadership and communication to further the Society's goals and objectives between existing and future SHRM members and SHRM professional and student chapters. Serves as a voting member of the California State Council.

Responsible To

- Executive Committee

Competencies

- SHRM Body of Knowledge
- Expertise in one of the listed leadership areas
- Relationship Management
- Travel Savvy
- Communication

Responsibilities



1. Is expected to attend and participate in all meetings of the State Council.
2. Communicates and supports local chapters in one of the Core Leadership Areas. Includes best practices, leading, thinking and successful program implementation of programs
3. Leads at least one professional development session at a quarterly council meeting in their respective Core Leadership Area
4. Promotes SHRM membership among practicing members of the human resource profession.
5. Identifies individuals who demonstrate effective leadership roles within his/her district for potential leadership involvement on the State Council.
6. Assists the State Council in the dissemination or development of information, providing timely and accurate response to proposals, surveys and questionnaires.
7. Recommends policy changes as warranted.
8. Communicates with each chapter in their assigned region sharing information and best practices to help chapters build a sustainable future.
9. Reports to the Executive Committee immediately, any issues that may lead to disenfranchisement of a chapter or any issues of disengagement that are identified.
10. Develops recognition tools within their region to recognize best practices and share information with the State Council.
11. Provides direction, assistance to and support of professional development activities within the state and SHRM.
12. Develops and facilitates two-way communications between local SHRM chapters and the state council. Maintains contact with assigned chapters and attends chapter meetings and local board meetings as time and finances allow.
13. Collaborates with the other SMEs to identify needs and builds products to be shared with Chapters across the state.
14. Identifies and assists in the development of new SHRM professional chapters through the affiliation of existing human resource organizations and other interested human resource groups in your assigned area.
15. Ensures that Chapters in their assigned region submit the CLIF and SHAPE Annual Reports due to SHRM about chapter leaders and their annual plans.
16. Works with chapter leaders to incorporate State Council and SHRM goals into local chapter activities as appropriate. Promotes and encourages local chapter involvement in the SHRM professional and student chapter merit award program.



17. Ensure that the Chapter leaders are introduced to the CLA's on the council and other council resources available to them.
18. Works with other District Directors to build and present a Volunteer Leader Orientation Program to be held annually in the first month of each year to help new board members become familiar with the State Council and all the resources available to them through CalSHRM and SHRM.
19. May also be called upon to assist with other State Council duties as required.

Requirements

1. Must be a SHRM member in good standing. SHRM-SCP or SHRM-CP highly desirable.
2. Must be a member of a local SHRM chapter.
3. Prior board service at the chapter level highly desirable.
4. Prior CLA experience highly desirable or significant proven knowledge in one of the SMEs.
5. Nominated by the nominating committee and elected by the members of the State Council to serve either a one-year term or two-year term beginning on the first day of January and ending the last day of December and may be nominated and elected to serve another two year term (unless appointed to a vacant role, in which case can be elected to serve two additional terms).



Secretary – Communications Director

Function

Prepares the proceedings of all CalSHRM State Council meetings, takes minutes, and maintains the records. Distributes and posts meeting minutes in a timely manner following all board interactions. Serves as a voting member of the CalSHRM State Council Board of Directors and the Executive Committee.

Responsible To

The State Council Director

Competencies

- Effective Communication Skills with emphasis on synthesizing and writing meeting and project minutes.
- Attention to Detail
- Familiarity with and working knowledge of Roberts Rules of Order

Responsibilities

1. Prepares and distributes meeting announcements and a draft agenda; compiles materials for presentations; prepares follow-up material, ensures records accurately reflect business matters and prepares reports associated with CalSHRM State Council (State Council) meetings and activities.
2. Prepares minutes of State Council meetings and ensures appropriate distribution including copies to other State Council members and the SHRM Regional Team in a timely manner.
3. Recommends new policies and procedures to increase organizational effectiveness.
4. Support adherence to the agenda and timeframes by monitoring the time allotted for each agenda item during the State Council meetings.



5. Provides Corporate Governance and oversight working with the Continuity Committee. Maintains the CalSHRM Bylaws and distributes bylaws revisions and updates as required.
6. Reviews ACTION ITEMS prior to each State Council meeting and follows-up with owners to ensure the items are acted upon and can be reported at the next meeting of the State Council.
7. Working with the Executive Committee, established the guidelines and process for communicating with the current State Council Board Members.
8. Coordinates all At Large e-blasts to ensure utilize of the allotted number of e-blasts per year.
9. Monitor and respond to your CalSHRM emails within 3 business days. Review the CalSHRM inbox for information received to ensure timely responses to questions or requests.
10. Performs other duties as assignment by the State Director.

Requirements

- Must be a SHRM member in good standing. SHRM Certification highly desirable.
- Prior board service with a SHRM chapter (California preferred) or SHRM Council highly desirable.
- 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.



Function

Serves as "pro-tem" to the state council director. Works with the state council director to establish policy, strategies and objectives consistent with CalSHRM Board policies. Provides guidance to elected and volunteer staff who are responsible for accomplishing state and SHRM objectives.

Responsible To

The State Council Director

Responsibilities

1. In the absence of the state council director, manages the affairs of the council.
2. Oversees the activities of all state committees.
3. Promotes the state council and the profession by personal appearances and speaking engagements before SHRM chapters and other organizations within the state.
4. Finance committee responsibilities including expense authorization
5. Attend the SHRM Regional Council Business Meeting with the State Director
6. Attend the SHRM Volunteer Leadership Summit with the State Director
7. Other duties as assigned

Requirements

- Must be a SHRM member in good standing. SHRM Certification highly desirable.
- Prior board service with a SHRM chapter (California preferred) or SHRM Council highly desirable.
- 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.



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. Administers the electronic payment system and replies to submitted requisitions within 5 business days.
8. Responds to your emails in the CalSHRM inbox within 48 hours.
 9. Is a Signatory on the CalSHRM bank accounts.
 10. Performs other duties as assigned by the State Council Director.

Requirements

- Must be a SHRM member in good standing. SHRM Certification highly desirable.
- Must be a member of a local chapter.
- Preferable for candidate to have experience in Finance and Accounting.
- 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.



VP Education

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

- Must be a SHRM National and local Chapter member in good standing and must be certified as a SHRM-CP or SHRM-SCP.
- Attendance and participation in all meetings of the State Council is required.
- 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.



VP Foundation

Function

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

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

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

- Must be a SHRM member in good standing. SHRM Certification highly desirable.
- Prior board service with a SHRM chapter (California preferred) or SHRM Council highly desirable.
- 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.



VP Student Chapters

Function

Serves as a member of the state council with responsibility to assist and promote student chapter activities within the state. Works closely with SHRM's Student Program Manager in carrying out these responsibilities. Communicates state and SHRM goals and policies relative to student chapters and student membership to the chapters in the state.

Responsible To

The State Council Director
Executive Committee

Competencies

- Communication and Collaboration Skills: written, oral and non-verbal.
- Familiarity with the workings of the student chapters and with the way Universities and Colleges support student chapters
- A strong agent for change as a result of the shifting in leadership at student chapters and universities and in the business environment.
- Persistence in connecting and building the support network required to produce and execute the Student Games or Case Competition and a Student Conference or Workshop.

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. Serves as a liaison between student chapters within the state and the state council.
3. Promotes the formation of new student chapters within the state by identifying potential sites and working with local professional chapters to develop these sites.



4. Serves as a communications link between student chapters and SHRM's Student Program Manager in disseminating information relative to student programs, scholarships, certification, student conferences, etc.
5. Encourages participation of student chapters in the Regional Student Conference on the state and/or regional level.
6. May coordinate a state student conference or promote student activities at professional conferences within the state, region or at the SHRM Annual Conference and Exposition.
7. Works with both faculty advisors and local professional chapter presidents to encourage student participation in local professional chapter meetings.
8. Encourages professional chapters and state council to offer assistance to student members through scholarship programs, internships, special student activities, or sponsorship at local, state, or national conference.
9. Encourages professional chapters and the state council to develop recognition programs for faculty advisors including, but not limited to, sponsorship at local, state, or SHRM conferences.
10. Provides guidance and direction to faculty advisors and chapter student liaison representative relative to organization of new chapters, integration of Student Merit Award Program into student chapter activities, and opportunities for integration of student and professional chapter goals.
11. Encourages student participation in SHRM publications (e.g., Echoes, SHRM Online) and in awards programs.
12. Leverages DEI/membership attraction and retention programs to engage student chapter members in connecting to SHRM as a career partner and to provide diversity to chapters and the state council.

Requirements

- Must be a SHRM member in good standing. SHRM Certification highly desirable.
- Prior board service with a SHRM chapter (California preferred) or SHRM Council highly desirable.
- 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.