

## Chapter Leadership Position Description

### **SHRM Foundation Director**

#### Position Summary:

Educate, promote, and represent the interests of the SHRM Foundation and its activities to the chapter membership.

#### Responsible To:

- The chapter president
- The members of the chapter

#### Responsibilities:

1. Educate the chapter 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. Encourage the chapter membership to contribute financially to the SHRM Foundation as a show of support for the human resources profession.
3. Encourage the chapter membership to support an annual chapter contribution to the SHRM Foundation by the chapter.
4. Participate in the SHRM Foundation Core Leadership Area webinars.
5. Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
6. Represent the chapter in the human resources community.
7. Attend all monthly membership and board of directors' meetings.
8. 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.