



## SHRM Foundation Chairperson Position Description

### Summary:

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

### Reports To/Direct Reports:

- Reports To: Director
- Direct Reports: SHRM Foundation Committee Members

### Term of Office:

- Appointed by the Greater Pensacola SHRM President for a 1-year term beginning January 1<sup>st</sup> and ending December 31<sup>st</sup>.

### Requirements:

- Must be a GPSHRM member in good standing for the entire term of office.
- Must meet the eligibility requirements of membership status as a national SHRM member.

### Responsible To:

- GPSHRM members
- GPSHRM President

### Responsibilities:

- Recruit members to serve on the committee.
- 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.
- Encourage chapter membership to contribute financially to the SHRM Foundation as a show of support for the human resources profession; coordinate fundraising activities at monthly meetings to benefit the SHRM Foundation; coordinate required basket donations for HR Florida events; ensure annual chapter donation is submitted before December 31<sup>st</sup>.
- Participate in SHRM and HR Florida SHRM Foundation Core Leadership Area calls and webcasts.
- Attend and participate in monthly membership meetings, if unable to attend, ensure tasks are completed by a backup member; attend board of directors' meetings as requested; provide programmatic updates to membership and board of directors at meetings.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Participate in activities on behalf of the GPSHRM President and/or membership as requested; represent GPSHRM in the human resources community.
- Assist the President and President-Elect with all required SHRM and HR Florida reporting; ensure reports are submitted timely to continue GPSHRM's designation as a chapter in good standing.

- Assist other officers in the performance of their responsibilities, upon request.
- Perform special projects as assigned by the President.