



## Director Position Description

### Summary:

- Advise the president and members of the board of directors regarding past practices, general operations, and other matters to assist in the smooth transition of the chapter.

### Reports To/Direct Reports:

- Reports To: President
- Direct Reports: SHRM Foundation Committee Chairperson, Certification Committee Chairperson, Awards Committee Chairperson, and Workforce Readiness Committee Chairperson

### Term of Office:

- Elected by Greater Pensacola SHRM membership for a 2-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.
- Must have previously held position as Greater Pensacola SHRM President.

### Responsible To:

- GPSHRM members
- GPSHRM President

### Responsibilities:

- Act as advisor to chapter board of directors regarding past practices and operations in accordance with chapter's bylaws.
- Review bylaws annually and recommend any needed changes to the board of directors.
- Serve on Nominating Committee to develop a slate of qualified candidates for open positions on the board of directors in accordance with the bylaws.
- Recruit members to serve on assigned committees.
- Oversee the affairs and activities of assigned committees; ensure programmatic goals are met.
- Attend and participate in all monthly membership and board of directors' meetings, if unable to attend, ensure tasks are completed by a backup member; 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 or required; represent GPSHRM in the human resources community.
- Assist the President with all required SHRM and HR Florida reporting; ensure reports are submitted timely to continue GPSHRM's designation as a chapter in good standing.

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