



Fargo Moorhead Human Resource Association

Administrative Director Job Description

The Administrative Director is an elected position
The Administrative Director position is a two year term
The Administrative Director is a voting position on the Board of Directors
The Administrative Director must be a SHRM member in good standing

Position Summary:

Maintains Chapter records, takes minutes of Board of Directors meetings, coordinates all survey-related feedback to Board of Directors, and manages relationships with vendors for events.

Responsibilities:

- Record meeting minutes for all board meetings and distribute to Board of Directors within one week of meetings.
- Ensure meeting minutes are included in Chapter newsletters and posted on web site.
- Distribute program evaluations and recertification information to attendees after meetings.
- Provide report of prior month's program attendance and evaluations to Board of Directors.
- Obtain bids for meeting facilities and make recommendations to the Board of Directors as to which facility should be awarded the contract.
- Work with programming committee and Foundation Director to plan special events and fundraisers.
- Coordinate annual Member Satisfaction Survey with Chapter President.
- Coordinate annual Board of Directors election with Chapter Past President.
- Welcome and register members at monthly Chapter meetings.
- Meet the requirements of the SHRM Chapter Achievement Plan for all areas of responsibility for the Administrative Director position.
- Attend and participate in the annual planning meeting, including all budgetary requests for the upcoming year.
- Attend and contribute to monthly Chapter and board meetings including scheduled planning meetings.
- Assist in the management of the affairs of FMHRA, adhering to the Chapter bylaws and Constitution.
- Represent the Chapter in the Human Resources community.