



## Fargo Moorhead Human Resource Association

### Foundation Director Job Description

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

#### Position Summary:

Educate, promote, and represent the interests of the SHRM Foundation and its activities to the chapter membership. Coordinate all fundraising activities and special events for the Chapter.

#### Responsibilities:

- Educate the chapter membership regarding the existence, purpose, and ongoing activities of the SHRM Foundation.
- Encourage the chapter membership to contribute financially to the SHRM Foundation in support for the human resources profession.
- Update the chapter membership of SHRM Foundation activities and resources at monthly meetings and via the newsletter.
- Ensure all appropriate SHRM Foundation materials are included in the FMHRA Library.
- Work with the Finance Director to ensure annual donation expectations to the SHRM Foundation are met.
- Work with the Administrative Director and other Board of Directors members in planning quarterly special events.
- Work with the President and other Board of Directors members in planning community service projects for Chapter member involvement.
- Plan and execute a minimum of two fundraising activities per year, one with proceeds benefitting FMHRA and one benefitting the SHRM Foundation.
- Arrange an area non-profit presenter for all monthly chapter meetings.
- Work with Communications Director to maintain and update content for the Community Disaster Agencies page on the FMHRA Website.
- Welcome and register members at monthly Chapter meetings.
- Meet the requirements of the SHRM Chapter Achievement Plan for all areas of responsibility for the SHRM Foundation 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.