



## Fargo Moorhead Human Resource Association

### President Job Description

The President is an elected officer position, initially elected as President-Elect  
The President is in the third and fourth (3 & 4) years of the six (6) year term  
The President is a voting member of the Board of Directors  
The President must be a SHRM member in good standing  
SHRM (SHRM-CP or SHRM-SCP) and/or HRCI Certification (PHR/SPHR/GPHR) Preferred

#### Position Summary:

Provide leadership to the local Chapter consistent with state, regional, and SHRM policy, strategies, and objectives. Effectively operate the Chapter so that the needs of the members and Board of Directors are met. Serve as a voting member of the North Dakota State Council.

#### Responsibilities:

- Conduct the business of the Chapter in accordance with the Chapter bylaws and constitution and serve as chairperson of the Chapter's Board of Directors.
- Preside over the activities of all officers and directors, as well as standing committees, to ensure the accomplishment of Chapter goals, objectives, and strategies.
- Chair all meetings of Chapter officers and members.
- Monitor the use, accounting, and handling of the Chapter funds.
- Participate in the development and implementation of short-term and long-term strategy planning for the Chapter.
- Attend and contribute to all monthly Chapter and Board meetings including scheduled planning meetings.
- Facilitate the annual planning meeting, including all budgetary requests for the upcoming year.
- Oversee the management of the affairs of FMHRA, adhering to the Chapter bylaws and Constitution.
- Attend State Council meetings and actively participate in State Council matters. Provide information to State Council as an elected representative of the Chapter. Appoint proxy to attend State Council meetings when unable to attend.
- Meet the requirements of the SHRM Chapter Achievement Plan for all areas of responsibility for the President position.
- Complete the SHAPE annual report and submit it to SHRM by required deadline.
- Complete the Chapter Leader Information Form (CLIF) and submit it to SHRM by required deadline.
- Maintain communication with the State Council Director and the SHRM Regional Team.
- Communicate state, regional, and/or SHRM's goals, policies, and programs to Chapter members. Represent the State Council to local Chapter leaders and the membership.
- Along with Past-President, serve as government affairs/legislative contacts for the Chapter.
- Represent Chapter at pre-determined SHRM-related events.
- Represent the Chapter in the Human Resources community.