

SHRM FOUNDATION DIRECTOR

Position Summary:

Serves as a volunteer on the MVSHRM Board of Directors. Educate, promote, and represent the interests of the SHRM Foundation and its activities to the chapter membership.

Responsible To:

The Chapter President

The members of the Chapter

The MVSHRM Board

NYS SHRM State Council SHRM Foundation Director

Responsibilities:

- Educate the membership regarding the SHRM Foundation's existence and purpose
- Advise and update the chapter membership of the SHRM Foundation activities, scholarships (certification, academic & professional development), incentives, etc. (i.e. e-blasts).
- Arrange an annual fundraiser and encourage chapter membership to contribute financially to the SHRM Foundation as a show of support for the human resources profession
- Participate in SHRM Foundation Core Leadership area webcasts
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources and business community
- Attends and participates in Board Meetings as scheduled
- Attends Member meetings as scheduled and assists as needed.
- Is responsible for bringing forward updates to the chapter's SHRM Foundation website page as needed
- Is the Chair and oversees the SHRM Foundation Committee for the MVSHRM chapter
- The SHRM Foundation Director will abide by all chapter policies, Code of Ethics and By-laws
- The SHRM Foundation Director will maintain current SHRM membership and SHRM certification if this position requires it (currently this position does not require certification).
- The SHRM Foundation Director will be trustworthy and safeguard all chapter financial transactions, and all business discussions with discretion and confidentiality.
- The SHRM Foundation Director may have to assist with other chapter areas as needed.
- Visits other chapter websites to review SHRM Foundation information to gain insight and ideas to bring forward to MVSHRM Board, membership and chapter website
- Works with the Chapter Administrator to coordinate SHRM Foundation work efforts to fulfill chapter needs.

Resources Available:

- NYS SHRM Directors page: <https://nys.shrm.org/new-york-state-council-officers-and-directors>
- SHRM Foundation page: <https://www.shrm.org/foundation>
- SHRM Volunteer Leader Resource Center: vlrc.shrm.org/s/
- SHRM Foundation Core Leadership Area:
 - <https://vlrc.shrm.org/s/article/SHRM-Foundation>
 - VL Webinar Schedule - <https://vlrc.shrm.org/s/article/Volunteer-Leader-Core-Leadership-Area-CLA-Webcast-Webinars-2025>
 - Campaign in a Box - <https://socialpresskit.com/shrm-we-are-work>
 - Chapter Business Operations: <https://vlrc.shrm.org/s/topic/0TO1T000000cDrWWAU/chapter-business-operations>
 - VLRC Topics Catalog: <https://vlrc.shrm.org/s/topiccatalog>
- Other SHRM Chapter websites