



## ALASKA SHRM STATE COUNCIL Position Description

### State Council Director

#### Function

As the chief elected officer of the state council, establishes policy, strategies and objectives consistent with those of SHRM. Provides guidance to elected and volunteer members who are responsible for accomplishing state and SHRM objectives. Establishes goals in support of the SHRM mission and objectives.

#### Responsible To

The State Council  
SHRM Regional Team

#### Responsibilities

1. Manages the affairs of the council as the chief elected officer.
2. Participates as the state's representative on the appropriate SHRM Regional Council. If elected, may represent the regional council on the Membership Advisory Council.
3. Presides over meetings of the council. As appropriate, conducts general membership meetings involving SHRM members within the state. Serves as an ex-officio member of all state committees.
4. Provides leadership for the council by:
  - a. Assigning responsibilities for achieving state and SHRM objectives.
  - b. Directing the activities, plans and objectives of the state council.
  - c. Evaluating the performance of all appointed council members. Counsels with individuals, as necessary, on ways to improve performance and to provide a maximum contribution toward goals and objectives.
5. Develops programs and undertakes activities to promote and support the following core leadership areas as defined by SHRM: Certification, College Relations, Diversity, Legislative Action, SHRM Foundation, Membership and Workforce Readiness. Ensures that such core leadership areas are represented by roles on the state council.
6. Recommends policy and organizational changes to the council in coordination with SHRM Regional Team staff. Provides for implementation and execution of SHRM Board decisions.
7. Promotes the council and the profession by personal appearances and speaking engagements before SHRM chapters and other organizations.
8. Prepares regular reports for the Regional Team, regional council and/or the SHRM Board as required. Reports may include activities of chapters and the membership within the state. This would include, but is not limited to, minutes of council meetings.

#### Requirements

1. Must be an SHRM member in good standing. HR Certification Institute certification (PHR, SPHR, GPHR) highly desirable.
2. Elected from the current year's council membership by its voting members no later than November of each year.
3. Serves a two-year term beginning the first day of January and ending the last day of December.