Association for Human Resource Management
Position Description

TRUSTEE

POSITION PURPOSE
Provides support of Board of Directors continuity through sharing of AHRM/MISHRM/SHRM history and experience. Position reports to the Chapter President.

PRINCIPLE ACCOUNTABILITIES *(including SHAPE responsibilities)*
- Advise the board and President at board meetings.
- Assist Board Directors as needed.
- Ensure Board transition meetings are successful.
- Complete annual SHAPE activity plan and ensure receipt by SHRM headquarters by established deadline.
- Complete EXCEL application by established deadline.
- Complete Pinnacle Award application by established deadline.
- Maintain a list of future volunteers and Board members from monthly membership survey and other sources
- Coordinate candidates for open board positions with the Vice President. Educate candidates on responsibilities of open board positions. Secure a ballot for all positions for membership vote in October. Announce new board in November newsletter and meeting.
- Assist the Vice President and President with the November transition/strategic planning meeting, at the end of which, Trustee steps down as board member.
- Setup new board with access to AHRM administrative website.
- Consider leadership at the district, state, and national levels of SHRM.
- Be the chapter legislative advocate.
- Conduct audit of financial records annually with Treasurer.
- Expectation of all board members to follow the General Board Member Job Description.

CONFERENCE/MEETING REPRESENTATION
- Annual SHRM Legislative Conference suggested, not required
- Participation in various AHRM events and activities as needed
- MISHRM Volunteer Leadership Business Meeting as requested by Chapter President

QUALIFICATIONS
General Experience/Background
- Must have active individual membership in the Society for Human Resource Management (SHRM)
- Human Resource certification preferred (PHR, SPHR, SHRM-CP and/or SHRM-SCP).

Language and Technical Skills
- Proficient computer knowledge, including Microsoft Office products
- Must be able to effectively communicate both verbally and in writing to individuals at all levels of an organization

Updated: May, 2024