AFFILIATE OF

BETTER WORKPLACES BETTER WORLD™

ASSOCIATION FOR HUMAN RESOURCE MANAGEMENT
POSITION DESCRIPTION

VICE PRESIDENT

POSITION PURPOSE

To assist the Chapter President in leading a professional non-profit organization in order to fulfill needs of human resources professionals in the Greater Grand Rapids area. Position reports to Chapter President.

PRINCIPLE ACCOUNTABILITIES *(including SHAPE responsibilities)*

- Review and update AHRM Board of Directors job descriptions annually.
- Assume responsibility of President when President is unable to fulfill a responsibility.
- Assume the office and responsibilities of any vacant position during term year and assist with the search for a replacement.
- Support and assist Directors in their roles to ensure responsibilities are met.
- Schedule and facilitate the virtual Operations Call with the Board of Directors.
- Be the SHRM Foundation advocate by promoting the chapter support and recommending a financial contribution to the Board. Coordinate SHRM Foundation event fundraiser and silent auction basket for MISHRM conference.
- Develop updates of by-laws for incoming board transition meeting held in December.
- Complete strategic planning for the following year with the President.
- Conduct annual board transition meeting, new initiatives, and executive administrative matters of the association.
- Ensure successful transition of Board of Directors.
- 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 MISHRM State Conference (if President is unable to attend)
- Annual SHRM Volunteer Leadership Business Meeting
- MISHRM New President Orientation
- MISHRM Volunteer Leadership Business Meeting as requested by Chapter President
- Participation in various AHRM events and activities as needed

QUALIFICATIONS

General Experience/Background

- Minimum one year in an AHRM Board of Directors role is required in order to fulfill the role of Vice President.
- 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.
- Ability to influence upward, laterally, and downward without any direct line authority.

Succession Role Commitments

- Assume role of AHRM Chapter President for one year following term.
- Assume role of AHRM Trustee for one year following the President term.

Updated: May, 2024