

Virginia SHRM State Council

Best Practices Director

Position Summary:

Supports sharing of best practices among the state council, SHRM affiliated chapters and their members.

Responsibilities:

- Serve as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Set up and lead quarterly Best Practice sessions/calls
 - Generally the first BP session is a live meeting held at Annual Leadership Conference in January; the 3 others are via phone.
 - Schedule calls in April, July and October (usually a week or so before each state council meeting)
 - Determine topics, lead discussion, circulate notes afterwards
- Organize and support Annual Best Practice Awards (usually presented at Leadership Conference in January)
 - Create solicitation materials
 - Disseminate solicitation materials to chapters
 - Review award submissions for compliance with criteria
 - Convene selection committee for deliberation and award selection
 - Follow up with nominees as appropriate
 - Create awards using existing templates
 - Draft script for awards presentation
 - Present awards

Requirements:

- Must be a SHRM member in good standing. HRCI and/or SHRM certification highly desirable.
- Serves a three year term beginning the first day of January and ending the last day of December.