



Best Practices Director

Position Summary:

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

Responsibilities:

- Attend additional State Council Meetings, such as Strategic Planning or training sessions.
- Represent SHRM by conducting all activities in accordance with the National and State code of ethics and conduct, and by using sound business principles and judgment in conducting all SHRM-related business.
- Participate in monthly District Director calls.
- Set up and lead quarterly Best Practice sessions/calls.
 - Schedule calls in February, May, August, and November (prior to the Annual SHRM Volunteer Leaders Business Meeting)
 - Determine topics, lead discussion, circulate notes.
- Organize and manage Annual Best Practice Awards (presented at the first State Council meeting of the year)
 - Create solicitation materials.
 - Disseminate solicitation materials to chapters in January and remind them of the November deadline throughout the year at State Council Meetings and at Best Practices Meetings
 - Review award submissions for compliance with criteria
 - Convene selection committee for deliberation and award selection.
 - Selection Committee: State Council President, State Council Immediate Past President, SHRM Field Services Director, Membership Director, and Best Practices Director
 - Follow up with nominees as appropriate.
 - Create awards using existing templates.
 - Draft script and PowerPoint presentation for awards presentation.
 - Prepare awards certificates to pass out and coordinate with the Treasurer on monetary winnings.
 - Continuously promote the awards, including at the HR Virginia Annual Conference

and the HR Virginia Leadership Conference.

- Perform other duties as assigned by the State Council President.

Requirements:

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