



District Director / Lead District Director

Position Summary:

Serve as an appointed HR Virginia State Council representative of a designated geographical area within Virginia and the District of Columbia. Provide leadership and communication to further HR Virginia and SHRM's goals and objectives between existing and future Local Chapter Members and SHRM Members and SHRM professional and Student Chapters.

Responsibilities:

- ☐ Serve as a voting member of the State Council and is expected to attend and participate in all meetings of the council.
- ☐ Attend additional State Council Meetings, such as Strategic Planning or training sessions.
- ☐ Serve as the first point-of-contact for assigned Chapter Presidents.
- ☐ Provide timely and accurate responses to assist both State Council leadership and Chapter Presidents in the development and dissemination of information and recommends policy and procedural changes as warranted.
- ☐ Provide direction, assistance, and support of professional development activities within the District, State, or National organizations.
- ☐ Communicate on a quarterly basis with assigned District Chapters to keep them informed. Provide documentation to the State Council Leadership concerning Chapter Membership activities, accomplishments, and opportunities within the assigned District.
- ☐ Develop and facilitate two-way communication among the Chapters, the Chapters and the State Council, and the core leadership groups at the Chapter, State, and National level.
- ☐ Identify and assist, as appropriate, in the creation and development of new SHRM affiliated Chapters within the assigned District through affiliation with existing Human Resource organizations, interest of other Human Resource groups and/or the cooperation of Human Resources Professionals.
- ☐ Maintain regular contact with the leadership of the Chapters (at least four times per year) within the assigned District, and attend a Chapter function (Chapter meeting, Board meeting, and/or social) at least once per calendar year.
- ☐ Assist the SHRM affiliate Chapters within the assigned District to promote Dual Membership, both in the local Chapter and in SHRM.

- ☐ Work with the Chapters, when appropriate, within the assigned District to develop their leadership, create annual plans that incorporate the National and State SHRM objectives and assist in completing Chapter achievement plans.
- ☐ Identify SHRM Members within their District who demonstrate leadership qualities for potential roles on the HR Virginia State Council. Encourage those identified to participate in state-wide activities, and mentor them in their expanded roles.
- ☐ Work with SHRM Chapter Leaders to incorporate State, Regional and National goals into local Chapter activities. Promote and encourage Chapter involvement in the various SHRM award programs.
- ☐ Collaborate and assist in supporting all HR Virginia activities and award programs and encourage member involvement at all levels within the State.
- ☐ Participate in the planning and development of HR Virginia's Annual Leadership Conference and assist as needed in carrying out the agenda.
- ☐ Attend and volunteer in the planning and/or implementation of the HR Virginia Annual State Conference.
- ☐ Attend SHRM's annual Volunteer Leader Business Meeting (VLBM) and Regional Council Business Meeting (RCBM) if invited and collaborate with assigned Chapter attendees.
- ☐ Work with the other District Directors to complete special assignments as requested by State and/or SHRM National leadership.
- ☐ Encouraged to attend all Best Practices meetings.
- ☐ Encourage the local Chapters to actively support College/Student Relations, Diversity, Government Affairs, SHRM and HRCI Certification, SHRM Foundation and Workforce Readiness activities.
- ☐ 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.
- ☐ District Directors may not serve on any other board or State Council.
- ☐ Perform other duties as assigned by the State Council President.

Requirements:

- ☐ Must be a SHRM member in good standing. SHRM and/or HRCI certification highly desirable.
- ☐ Must be a member of at least one local Chapter.
- ☐ Is appointed by the State Council leadership.
- ☐ Some experience as a Chapter officer desired.
- ☐ Should be able to visit assigned District Chapters a minimum of one time annually.

- ☐ Serves a one-year term beginning the first day of January and ending the last day of December. May serve a total of five consecutive years, with re-appointment occurring annually and at the discretion of the State Council leadership.

Lead District Director:

- ☐ Responsible for scheduling monthly District Director calls (and inviting the President, President-Elect, Best Practices Director, and Membership Director).
- ☐ Calls may become more frequent as the Leadership Conference nears.
- ☐ The Lead District Director is responsible for organizing the Annual Leadership Conference and will co-chair alongside the State President Elect.
- ☐ Responsible for collecting quarterly updates from all District Directors prior to quarterly State Council Meetings.
- ☐ Assist other District Directors as needed.