



## **District Director / Lead District Director/Leadership Conference Co-chair**

### Position Summary:

Serve as an appointed SHRM Virginia and DC State Council representative of a designated geographical area within Virginia and the District of Columbia. Provide leadership and communication to further SHRM Virginia and DC and SHRM's goals and objectives between existing and future local chapter members, 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 developing and disseminating information. As warranted, recommend policy and procedural changes.
- 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 designated 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 creating and developing new SHRM-affiliated Chapters within the assigned District through affiliation with existing Human Resource organizations, the interest of other Human Resource groups, and/or the cooperation of Human Resources professionals.
- Maintain regular contact with the chapters' leadership (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 State Council roles. 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 SHRM Virginia and DC activities and award programs and encourage member involvement at all levels within the state.
- Participate in the planning and development of SHRM Virginia and DC's annual Leadership Conference and assist in carrying out the agenda.
- Attend and volunteer in the planning and/or implementing of the SHRM Virginia and DC 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 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 per the National and State codes of ethics and conduct and 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 Director.

#### Requirements:

- Must be a SHRM member in good standing. SHRM and/or HRCI certification is 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 is desired.
- Should be able to visit assigned District Chapters at least once annually.
- Serves a one-year term beginning the first day of January and ending the last day of December. May serve a total of three 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 Director, Director-Elect, Best Practices Director, Membership Director, and Immediate Past State Director).
- Calls may become more frequent as the Leadership Conference nears.

- Responsible for collecting quarterly updates from all District Directors before quarterly State Council Meetings.
- Assist other District Directors as needed.

**Leadership Conference Co-chair:**

- Responsible for organizing the Annual Leadership Conference and will co-chair alongside the State Director-Elect.