



Vice President of Operations

Position Summary:

The Vice President serves as an “understudy” to the State Council Director-Elect in preparation for succession to Director-Elect. They work with the Director to establish policy, strategies, goals, and objectives consistent with SHRM Board policies and to ensure all Council activities, goals, and objectives are reached.

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 a member of the State Council Executive Committee.
- 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.
- Assist the Director, Director-Elect, and Immediate Past-State Director in overseeing the affairs of the Council, including the direction of its activities, plans, and objectives.
- Perform all duties of the Director-Elect, in the absence or inability of the Director-Elect.
- Manage the affairs of the Council in the absence of the State Council Director and the Director-Elect.
- Participate in developing and implementing short- and long-term strategic planning.
- Know and/or build personal knowledge about the Council and its governing bylaws.
- Stay informed of trends in the HR field and timely issues affecting members and communities.
- Provide contacts and resources to help the Council grow and develop as an organization.
- Promote and encourage local chapter involvement in SHRM Virginia and DC.
- The Vice President of Operations may not serve on any other board or State Council.
- Perform special projects or other duties as assigned by the Director.

Requirements:

- Must be a SHRM member in good standing. HRCI and/or SHRM certification highly desirable.
- Must be a member of at least one local Chapter.
- Serves a two-year term beginning the first day of January and ending the last day of December.
 - Year 1: Even
 - Year 2: Odd