

President

Position Summary:

The job of the San Antonio SHRM President is to serve as the Chairman of the Executive Board and to perform all duties incidental to that office, including but not limited to, conducting the business affairs of the chapter, in accordance with the San Antonio SHRM Constitution and Bylaws. In addition, the President shall act as the official San Antonio SHRM representative relative to the general public and/or outside recognized organizations (i.e. SHRM, news media, etc.). Serves as a voting member of the State Council.

Responsible To:

Members of the chapter

State Council Director and Assistant State Director - District Directors

Responsibilities:

- Conducting the business of the chapter in accordance with the chapter bylaws and serve as chairperson of the chapter's board of directors. This includes overseeing the use, accounting, and handling of chapter funds.
- Conducting strategic planning session to establish chapter priorities and goals for the year. May also conduct mid-year review session to gauge progress and make adjustments as needed to achieve goals.
- Presiding over the activities of all directors and chairs, as well as standing committees, to ensure accomplishment of chapter goals, objectives, and strategies.
- Ensuring that San Antonio SHRM business is conducted/reported within SHRM guidelines and chapter affiliation requirements are maintained.
- Leading board meetings, general membership meetings and attending chapter events.
- Serving on the SHRM Texas State Council and attending State Council meetings.
- Serving as the liaison between San Antonio SHRM and the SHRM regional team.
- Writing and submitting the "Message from the President" articles for the e-newsletter and website.
- Coordinating the nominating committee for board elections.
- Coordinating the installation of officers for the December meeting.
- Preparing and submitting the Pinnacle Award application, as applicable.
- Representing the chapter in the HR community.