



**2013 FLATHEAD S.H.R.M.  
CHAPTER BOARD NOMINEES!**

*~ See attached Volunteer Board position(s) information ~*

If you are interested in a seat on the Board or would like more detailed information about a specific role, please contact:

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or

Maria Gilman ([MariaGilman@lcstaffing.com](mailto:MariaGilman@lcstaffing.com))

President-Elect	Assist the president in overseeing all the activities of the chapter. In the absence of the president, perform all the presidential responsibilities.
Secretary	Take minutes of chapter meetings, provide notice of meetings and general correspondence. Maintain chapter records and history.
Treasurer	Act as financial officer and advisor to chapter board of directors. Maintains the chapter mailbox and distributes mail to the appropriate officer, director, or chair. Send dues notices and other invoices to members. File appropriate forms and information with IRS.
Programs Chair	Manage the development and provision of programs, workshops, seminars, and other services provided by the chapter. Direct the activities of the program committee, the professional development committee, and the mentoring committee.
Certification Chair	Manage the chapter's certification study program. Encourage members to become certified and recertified. Increase the number of chapter members who are certified PHR/SPHR/GPHR by the Human Resource Certification Institute (HRCI).
Diversity Chair	Serve as an appointed member of the chapter board of directors. Monitor and evaluate on a continuing basis local activities concerning diversity issues. Spearhead the effort to diversify the chapter's membership/leadership and to publicize successful diversity programs in the local community.
College Relations	Manage the scholarship program, internship program, and college outreach efforts.
Communications Chair	Provide timely and comprehensive information to chapter members about programs, workshops, and other matters of interest via chapter publications. Provide timely and comprehensive information and other matters of interest about the chapter to external resources. Create and maintain a favorable image of the chapter working for the professional development of its members by: (a) keeping membership informed of chapter projects, activities and upcoming meetings, and (b) disseminating relevant professional information viewed as beneficial to the members. Lead the newsletter, Web site, and membership roster committees.
Workforce Readiness Chair	Serves as an appointed member of the chapter board of directors. Monitors and evaluates on a continuing basis local activities concerning workforce readiness issues and plans and encourages chapter involvement and activities impacting the workforce readiness arena. Presents a report or update to the chapter president and fellow chapter members. Works in cooperation with state-level workforce readiness advocates.
Legislative Chair	Serve as an appointed/elected member of the chapter leadership. Monitor and evaluate on a continuing basis pending legislative, regulatory and legal action at the federal, state, and local level that may have an impact on the management of human resources. Present a legislative report or update to the chapter president and fellow chapter members. Inform elected officials of SHRM's position on legislation affecting the human resources profession. Work in close cooperation with the State Public Affairs Director and the SHRM headquarters staff in carrying out these responsibilities.
Membership Chair	Manage the membership function to successfully achieve an increase in chapter membership. Guide the activities of the following committees: volunteers, membership, membership directory, awards, and hospitality.
Foundation Chair	Educate, promote, and represent the interests of the SHRM Foundation and its activities to the chapter membership.