

LSHRM Board Member Responsibilities

Thank you for volunteering as a Louisville SHRM Officer or Board Member. Although LSHRM has specific volunteer positions with corresponding position descriptions, here are some general requirements that you should become familiar with. We congratulate you on your dedication to serving your chapter and your profession.

- Maintain an LSHRM and national SHRM membership while serving on the board.
- Know and understand the LSHRM bylaws.
- Be an active Board member:
 - Attend chapter meetings and board meetings.
 - Develop annual goals for your committee.
 - Participating in carrying out your committees goals.
 - Be prepared to report your committee's progress and achievements at board meetings.
 - Ask critical questions, and help the Board come to agreement in making decisions that affect chapter membership.
- Lead your committee:
 - Manage, direct & support your committee.
 - Develop your leadership skills.
 - Recruit and fill your committee positions.
 - Succession plan for your committee.
- Oversee your committees budget:
 - Develop committee annual budget.
 - Operate responsibly within that budget.
 - Track and report expenses.
- Know or build your knowledge about your chapter, SHRM, and its governing bylaws.
- Learn about SHRM and its role with your chapter. "Fundamentals of Chapter Operations" is available online in the Volunteer Leaders' Resource Center (VLRC) to assist you.
- Stay informed of HR and business trends and timely issues affecting your chapter.
- Be a "volunteer evangelist" by promoting the benefits of chapter membership, SHRM Membership and SHRM Certification to fellow chapter members and other HR colleagues. Provide specific examples as to how these have helped you progress personally and professionally in your own HR career.
- Steer clear of activities that may appear to create a conflict of interest. Follow the SHRM Code of Ethical and Professional Standards in Human Resource Management.
- Be willing to provide contacts and resources to help your chapter grow and develop as an organization.
- Maintain confidentiality, as appropriate, of chapter Board issues and membership data.

***Learn something new, Get to know someone better, &
Be sure to have FUN!***