

# Chesapeake Human Resources Association

## CHRA Leader and Committee Description Sheet

Role (Title): CHRA President  
Committee Name: N/A  
However, Chairs the Nominating Committee for Board Succession

### *CHRA President:*

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- ✓ Provides leadership and works closely with the Board to achieve the association's purpose, goals and objectives.
- ✓ Serves as CHRA's central contact for SHRM information.
- ✓ Together, with the Past-President and President-Elect and Membership Development Board Member, serves on the **nominating committee** for the current and upcoming Board positions (Charges/Over-riding Committee goal(s)).
- ✓ Conduct the **business of the chapter** in accordance with the chapter bylaws and serve as chairperson of the chapter's Board of Directors.
- ✓ Preside over the **activities of all officers and directors**, as well as standing committees, to ensure the accomplishment of chapter goals, objectives, and strategies.

### *CHRA President Activity Descriptions:*

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- ✓ Requires commitment of **3-4 hours, weekly / 12-15 hours monthly**.
- ✓ Monitor the **use, accounting, and handling** of the chapter funds.
- ✓ Ensure completion and project manage **Chapter Achievement Plan**: Due January's end, each calendar year.
- ✓ Participate in the development and implementation of **short-term and long-term strategy** planning for the chapter.
- ✓ Represent the chapter in **the Human Resources community**.
- ✓ Attend **State Council** meetings and actively participate in State Council matters. Provide information to State Council as an elected representative of the chapter. Appoint proxy to attend State Council meetings when unable to attend.
- ✓ Maintain a current, **active SHRM membership**.
- ✓ Maintain **communication** with the State Council Director and the SHRM Regional Team.
- ✓ Communicate state, regional and/or SHRM's goals, policies, and programs to chapter members. **Represent the State Council** to local chapter leaders and the membership.

### *CHRA President Expectations:*

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- ✓ **Time Commitment**: Requires commitment of 3-4 hours, weekly / 12-15 hours monthly.
- ✓ **Meeting participation guidelines**: Lead and plan Board Meetings, Attend professional development sessions, Plan and facilitate (or determine facilitation approach) for annual transition meeting, plan year-end celebration and recognition dinner for CHRA Board members.
- ✓ **Types of contributions needed from committee members**: Need active participation and proactive communication from CHRA Board members.
- ✓ **Benefits of specific learning opportunities for committee members**: Networking, Professional Development and Growth, Exposure to the HR community (and otherwise).