

EFFECTIVE

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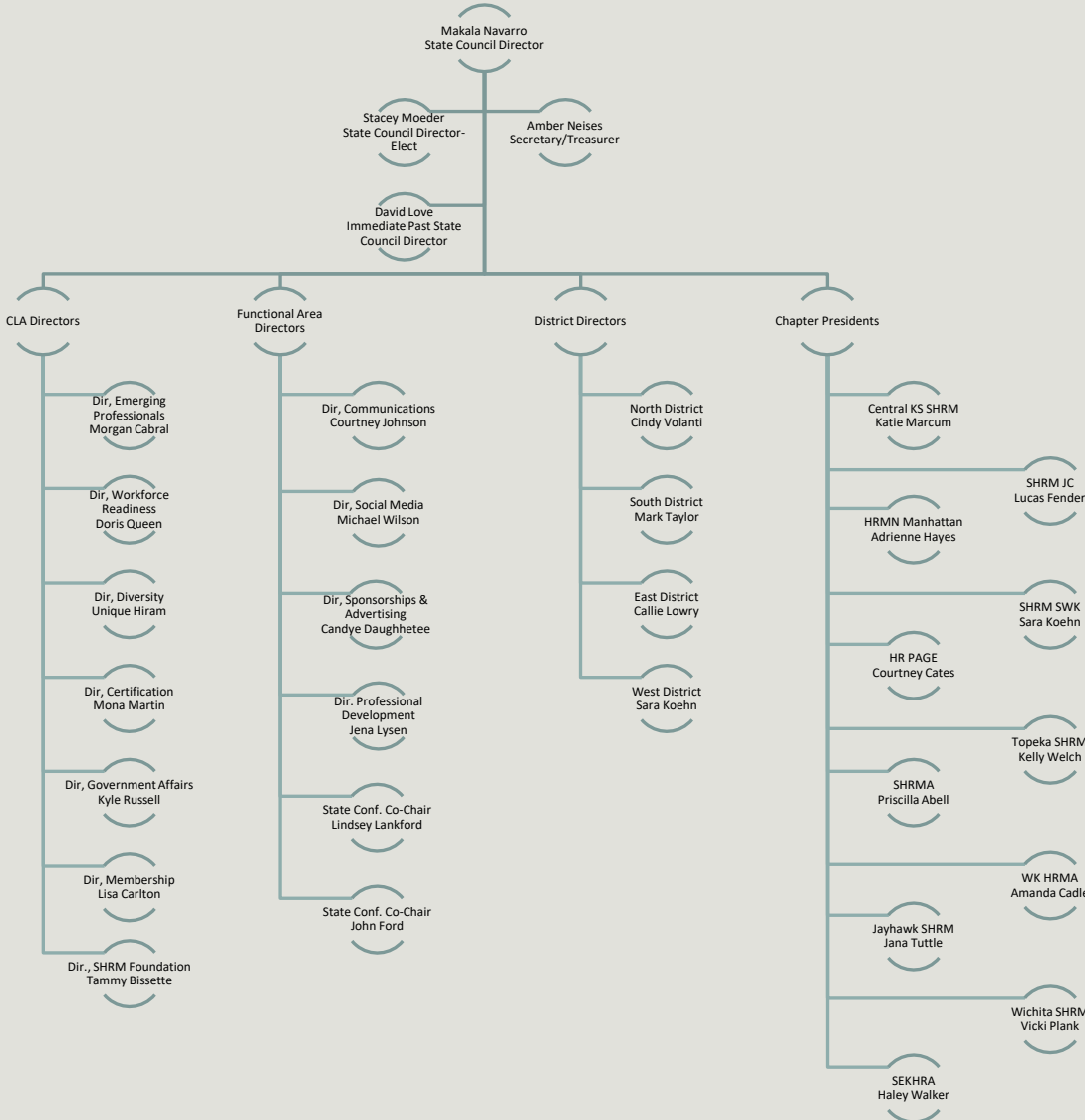
# Kansas State Council of SHRM Roles & Responsibilities

## ☐ Minimum Requirements of State Council Members:

1. Ability to meet position outcome requirements
  2. Fulfillment of at least two-year term
  3. Attendance at Kansas SHRM Leadership Academy throughout term
  4. Attendance at 100% of State Council meetings (can send proxy in your place)
  5. Contribution to the SHRM Foundation each position term (this could be a raffle item donation or monetary donation; no monetary minimum or limit)
  6. National SHRM membership for duration of term
  7. Local chapter membership for duration of term
  8. Professional certification (SHRM-CP, SHRM-SCP) may be required for certain board roles
  9. Contribute to each quarterly newsletter
    - a. CLA Directors – article/update within the CLA
    - b. Chapter Presidents – chapter updates/events for the coming quarter
    - c. District Directors – share something impactful for HR pros (i.e. Ted or TedX Talk, YouTube video, article, etc.)
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COMMITTMENT

# Kansas State Council of SHRM Org Chart



# State Council Director

**Description:** The State Council Director (Director) is the chief executive officer of the Kansas State Council of SHRM (Council). The Director provides leadership to the Council consistent policy, strategies and objectives consistent with SHRM. Provides guidance to elected and volunteer members who are responsible for accomplishing state and SHRM objectives. Establishes goals in support of the SHRM mission and objectives.

Must be a SHRM member in good standing. SHRM Certification highly desirable.

Serve as Director-Elect immediately prior to progressing into Director role. Part of an eight-year leadership track beginning with Secretary/Treasurer (2 years), Director-Elect (2 years), then Director (2 years) and ending with Past State Council Director (2 years).

**Term:** Two years

## **Responsibilities:**

1. Manages the affairs of the council as the chief elected officer.
2. Participates as Kansas' representative on the Southwest Central SHRM Regional Council. If elected, may represent the regional council on the Membership Advisory Council.
3. Presides over meetings of the council. As appropriate, conducts general membership meetings involving SHRM members within the state. Serves as an ex-officio member of all state committees.
4. Provides leadership for the Council by:
  - Assigning responsibilities for achieving state and SHRM objectives.
  - Directing the activities, plans and objectives of the state council.
  - Evaluating the performance of all appointed council members.
  - Counsels with individuals, as necessary, on ways to improve performance and to provide a maximum contribution toward goals and objectives.
5. Develops programs and undertakes activities to promote and support the following core leadership areas as defined by SHRM: Certification, College Relations, Diversity, Legislative Action, SHRM Foundation, Membership and Workforce Readiness. Ensures that such core leadership areas are represented by roles on the state council.
6. Coordinates planning efforts and leads KSSH RM's annual Leadership Academy.
7. Recommends policy and organizational changes to the council in coordination with SHRM Regional Team
8. Provides for implementation and execution of SHRM Board decisions.
9. Promotes the council and the profession by personal appearances and speaking engagements before SHRM chapters and other organizations.
10. Prepares regular reports for the Regional Team, regional council and/or the SHRM Board as required. Reports may include activities of chapters and the membership within the state.
11. Meets and maintains minimum requirements of state council members.

# State Council Director SHAPE Responsibilities

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Meet and maintain the minimum requirements pertaining to the state council.

Maintain SHRM membership during entire term of office.

Hold a minimum of four state council meetings during the calendar year. \*May be held by web conference if quorum is available .

Participate in the KSSHRM Leadership Academy.

Participate in at least 75 percent of state council meetings.

Participate in at least 75 percent of regional council business meetings hosted by SHRM. \*Can send a designee.

Conduct an annual leadership transition meeting, an annual planning meeting, and participates in the leadership succession plan.

Ensure KSSHRM presents a Leadership Academy each year for incoming and existing volunteer leaders across the state.

Work with Director-Elect to complete the SCLIF for online submittal to SHRM by December 1 to identify all council leaders for the coming year.

Collect information and work with Past Director (term year 1) and Director -Elect (term year 2) to complete the SHAPE for online submittal to SHRM by January 31.

Work with Director-Elect to set a state dual membership goal for growth and for retention each year and complete a Dual Membership Action Plan for the state and chapters in the state the SHAPE for submittal online to SHRM by January 31.

Represent the council at the SHRM Volunteer Leaders' Business Meeting. \*Can send Director -Elect.

# State Director - Elect

Serves as an “understudy” to the State Council Director. Works with the State Council Director to establish policy, strategies and objectives consistent with SHRM Board policies. Provides guidance to elected and volunteer staff who are responsible for accomplishing state and SHRM objectives.

Must be a SHRM member in good standing. SHRM Certification highly desirable. Nominated and elected by governing body.

Serve as Secretary/Treasurer immediately prior to progressing into Director-Elect role. Part of an eight-year leadership track beginning with Secretary/Treasurer (2 years), Director-Elect (2 years), then Director (2 years) and ending with Past State Council Director (2 years).

**Term:** Two Years

## **Responsibilities:**

1. In the absence of the State Council Director, manages the affairs of the council.
2. Oversees the activities of all state committees.
3. Promotes the state council and the profession by personal appearances and speaking engagements before SHRM chapters and other organizations within the state.
4. Provides leadership for the council by:
  - Assisting in the assignment of responsibilities for achieving state and SHRM objectives.
  - Supporting the activities, plans and objectives of the state council.
  - Providing assistant in volunteer management as needed.
5. Assists State Council Director with planning efforts for KSSHRM’s annual Leadership Academy.
6. Meets and maintains minimum requirements of state council members.

# Director-Elect SHAPE Responsibilities

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Participate in the KSSHRM Leadership Academy.

Participate in at least 75 percent of state council meetings.

Participate in at least 75 percent of regional council business meetings hosted by SHRM.

Submit a completed State Council Leader Information Form (CLIF) by December 1 of that year to identify all council leaders in the coming year.

Notify SHRM each time there is a change in the council during the year via email notification.

Review council bylaws annually and update as needed, ensuring that all SHRM required Sections (refer to Model Bylaws in the VLRC) are included and do not conflict with SHRM bylaws.

- Make sure it is stated that all voting members must be a member of SHRM during the entire term of office.
- Submit the proposed bylaws amendments to the Field Services Director (first step) and return a copy of the signed, ratified bylaws to the Member Engagement Associate (last step).

Assist the State Director in conducting an annual leadership transition meeting, an annual planning meeting and provide input on the leadership succession plan.

Assist the State Director in setting a state dual membership goal for growth and for retention each year and completing a Dual Membership Action Plan for the state and chapters in the state to fulfill the SHAPE requirement.

Assist the State Director in collecting information and completing the SHAPE for submittal to SHRM.

Represent the council during term at the SHRM Volunteer Leaders' Business Meeting. \*When invited

# Secretary/ Treasurer

Reviews and provides input on meeting minutes, processes expense requests and helps lead the financial affairs of the state council.

Must be a SHRM member in good standing. SHRM Certification desirable. Nomination is made by the State Council Director.

Part of an eight-year leadership track beginning with Secretary/Treasurer (2 years), Director-Elect (2 years), then Director (2 years) and ending with Past State Council Director (2 years).

**Term:** Two Years

## **Responsibilities:**

1. Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
2. Reviews minutes of council meetings.
3. Recommends new policies and procedures to increase organizational effectiveness.
4. Interprets and explains periodic financial status reports for approval by the state council.
5. Assists in the preparation of the annual budget of revenue and expenses and submits same for state council approval at the December council meeting.
6. Receives, reviews and determines approval status for reimbursement requests.
7. Reviews the state council's accounting and record keeping policies and procedures. Recommends or implements changes as indicated to protect and ensure the financial health of the council.
8. Performs other duties as assigned by the state council director.
9. Meets and maintains minimum requirements of state council members.



# Secretary/Treasurer SHAPE Responsibilities

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Participate in the KSSHRM Leadership Academy.

Participate in at least 75 percent of state council meetings.

Ensure the state council Financial Support Program funds are utilized appropriately.

Provide year-end financial results to State Director for January 1 – December 31 for SHAPE.

Provide input on the leadership succession plan.

# Past State Council Director

Serves as a member of the state council providing the continuity of leadership. Provides advice and counsel to the State Director. Chairs the nominating committee for the Trombold and Rising Star awards.

Must be a SHRM member in good standing.

Part of an eight-year leadership track beginning with Secretary/Treasurer (2 years), Director-Elect (2 years), then Director (2 years) and ending with Past State Council Director (2 years).

**Term:** Two Years

## **Responsibilities:**

1. Serves as a voting member of the state council and is expected to attend and participate in all council meetings.
2. Chairs the nominating committee for the Trombold and Rising Star awards.
3. Manages submissions for SHRM-sponsored awards as requested by State Director.
4. Assists in the identification, recruitment and selection of future council leaders.
5. Prepares reports and related material for the state council director as a function of providing guidance.
6. Represents the council to SHRM chapters and the public as required.
7. Meets and maintains minimum requirements of state council members.

# Past State Director SHAPE Responsibilities

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Participate in the KSSHRM Leadership Academy.

Participate in at least 75 percent of state council meetings.

Collect information and works with the State Director to complete the SHAPE online submittal to SHRM by January 31 in the first year as Past State Director.

Create/review the leadership succession plan to identify potential and future leaders for the council, reviewing the plan at least annually to ensure it is meeting council needs.

# District Director

Serves as a Kansas State Council of SHRM representative of a designated geographical area (“District”) within the state.

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**Term:** Two Years - May be reappointed for an additional one-year term for a total service of three years.

## **Responsibilities:**

- Serves as a voting member of the State Council; attends and participates in all Council meetings.
- Promotes and encourages SHRM national and Chapter membership within their Districts and the state.
- Regularly communicates with Chapter Presidents in the District and provides assistance and support when requested.
- Attends at least one Chapter meeting and one Board meeting annually for each Chapter in the District.
- Promotes Kansas SHRM events and activities and shares Council information with Chapters in the District.
- Serves on the planning committee for the Kansas SHRM State Leadership Conference and assists with facilitation if necessary.
- Identifies individuals within the District for potential Council involvement.
- Works with Chapter leaders to incorporate Council and SHRM goals into local Chapter activities.
- Meets and maintains minimum requirements of state council members.

## **Requirements:**

- Must be a SHRM member in good standing.
- SHRM Certification required.
- Appointment is made by the State Council Director.

## **SHAPE RESPONSIBILITIES**

Participate in at least 75 percent of state council meetings.

Participate in the KSSHRM Leadership Academy.

Represents the council during term at the SHRM Volunteer Leaders’ Business Meeting. \*When selected

# Director, Communications

Promotes awareness of the purpose and actions of the council through ongoing communication efforts and branding initiatives. Makes sure that HR professionals, both internal and external of SHRM are fully informed of council resources and activities by using existing and developing media. Works closely with other council members to ensure that the council is portraying a consistent and professional image to its members and to the business community at large.

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**Term:** Two Years - May be reappointed for an additional one-year term for a total service of three years.

## **Responsibilities:**

- Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Works to understand and develop an effective communication strategy for KSSHRM.
- Creates and publishes a quarterly newsletter with meaningful content from council members and chapter leaders with the intention of communicating important information and connecting members across the state of Kansas.
- Facilitates the inclusion of sponsored partner advertisements and communications in the quarterly newsletter.
- Maintains a newsletter distribution list to include all chapter members in Kansas.
- Internal and external communications, including designing, combining, formatting, and distributing the following:
  - Newsletter
  - Press releases
  - E-Blasts
- Coordinates with Director of Social Media to ensure all communications are posted across all council platforms.
- Meets and maintains minimum requirements of state council members.

## **Requirements:**

- Must be a SHRM member in good standing. SHRM Certification desirable.
- Appointment is made by the State Council Director.

## **SHAPE RESPONSIBILITIES**

Participate in at least 75 percent of state council meetings.

Participate in the KSSHRM Leadership Academy.

Ensure that the current SHRM “AFFILIATE OF” logo is correctly (including registration mark), consistently and prominently displayed in accordance with the *Graphics Standards Guide for Affiliates*.

- Check all materials published online
- Preferred “prominent” placement of the logo on website is “above the fold” for maximum benefit to the chapter as a SHRM affiliate.

Promote the SHRM Annual Conference & Expo and other SHRM initiatives to volunteer leaders and chapter members across the state.

# Director, Social Media

Responsible for overseeing and managing the social media activities of the state council. Responsible for ensuring consistent internal and external messaging to support council activities and goals and for reporting analytics to the council on social outreach and mediums used. Works closely with other council members to ensure that the council is portraying a consistent and professional image to its members and to the business community at large.

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**Term:** Two Years - May be reappointed for an additional one-year term for a total service of three years.

## **Responsibilities:**

- Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Creates and maintains social media sites for the state council to promote council activities and initiatives to state volunteer leaders and chapter members (LinkedIn, Facebook, and Twitter).
- Partners with the Directors of Communication and Sponsorships and Advertising to coordinate internal and external annual communication strategic plan; implements the plan throughout the year.
- Monitors information on the website and gather information from EC, council members, and CMP for publishing on social media sites.
- Updates and monitors council social media sites on a weekly basis; write weekly communication materials and update/forward to council members to post on social media sites.
- Responsible for all social media activity and programs on KSSHRM website.
- Works to educate other volunteer leaders across the state about the effective use of social media.
- Keeps apprised of issues, trends, and reactions to programs.
- Participates in the development and implementation of short-term and long-term strategy planning for the council.
- Meets and maintains minimum requirements of state council members.

## **Requirements:**

- Must be a SHRM member in good standing. SHRM Certification desirable.
- Appointment is made by the State Council Director.

## **SHAPE RESPONSIBILITIES**

Participate in at least 75 percent of state council meetings.

Participate in the KSSHRM Leadership Academy.

Ensure that the current SHRM “AFFILIATE OF” logo is correctly (including registration mark), consistently and prominently displayed in accordance with the *Graphics Standards Guide for Affiliates*.

- Check all materials published online
- Preferred “prominent” placement of the logo on website is “above the fold” for maximum benefit to the chapter as a SHRM affiliate.

Complete monthly review of state council website to ensure accuracy.

Ensure the hyperlink from the state council website to the SHRM website ([www.shrm.org](http://www.shrm.org)) is working properly.

Promote the SHRM Annual Conference & Expo and other SHRM initiatives to volunteer leaders and chapter members across the state.

# Director, Sponsorships & Advertising

Responsible for establishing and overseeing an annual corporate partnership program, including establishment of various corporate sponsorship levels, to include all KS SHRM conferences and all non-conference partnership opportunities.

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**Term:** Two Years - May be reappointed for an additional one-year term for a total service of three years.

## **Responsibilities:**

- Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Leads committee responsible for sponsorship efforts of the state council, to include the following:
  - State conference sponsors and exhibitors
  - ELEB conference sponsors
  - All non-conference sponsorships (to include sponsorships for other programs or initiatives of KS SHRM)
- Identifies and recruits new corporate sponsors and engages in sponsor retention activities.
- Ensures that sponsor benefits are properly delivered at all levels.
- Meets and maintains minimum requirements of state council members.

## **Requirements:**

- Must be a SHRM member in good standing. SHRM Certification desirable.
- Appointment is made by the State Council Director.

## **SHAPE RESPONSIBILITIES**

Participate in at least 75 percent of state council meetings.

Participate in the KSSH RM Leadership Academy.

# Director, Professional Development

Responsible for coordinating the human resource training and development activities for the state council, SHRM professional chapters, and their members.

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**Term:** Two Years - May be reappointed for an additional one-year term for a total service of three years.

**Responsibilities:**

- Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Reports to the State Council Director on a regular basis concerning chapter member training and development activities, accomplishments, and opportunities within the state.
- Assists the state council and chapters with HR professional development programs for members.
- Develops and/or conducts council orientation initiatives.
- Serves on the planning committee for the Kansas SHRM State Leadership Conference and assists with facilitation if necessary.
- Maintains a clearinghouse of chapter speaker information and program topics on Basecamp. Coordinates a statewide HR Speaker's Bureau. Works with chapter leaders by providing resources for chapter programs.
- Provides support and direction to chapter leaders to complete the Chapter SHRM Affiliate Program for Excellence (SHAPE) Year-End Report.
- Meets and maintains minimum requirements of state council members.

**Requirements:**

- Must be a SHRM member in good standing. SHRM Certification desirable.
- Appointment is made by the State Council Director.

## SHAPE RESPONSIBILITIES

Participate in at least 75 percent of state council meetings.

Participate in the KSSHRM Leadership Academy.



# Co-Chair, State Conference

Serves as a member of the state council responsible for managing all activities related to running an annual state conference.

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**Term:** One Year

**Responsibilities:**

- Serves as a voting member of the state council and is expected to attend and participate in all council meetings.
- Provides leadership and direction to state conference committee chairs and members. Monitors all activities related to the state conference.
- Appoints qualified individuals to manage specific functions related to the state conference with the objective of selecting individuals from across the state.
- Meets and maintains minimum requirements of state council members.

**Requirements:**

- Must be a SHRM member in good standing. SHRM Certification desirable.
- Appointment is made by the State Council Director.

## SHAPE RESPONSIBILITIES

Participate in at least 75 percent of state council meetings.

Participate in the KSSHRM Leadership Academy.

# Director, Diversity

Monitors and evaluates on a continuing basis state and local activities concerning diversity issues and works with chapter diversity directors to encourage involvement at the chapter and state levels.

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**Term:** Two Years - May be reappointed for an additional one-year term for a total service of three years.

## **Responsibilities:**

- Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Encourages the appointment of a diversity director at the chapter level within the state.
- Develops and works with the chapters' diversity directors to ensure they have information and materials to promote diversity. Participate in the Diversity Core Leadership Area webinars.
- Develops and distributes information to the state council and chapters within the state on diversity.
- Be available for presentations if and when appropriate or help to identify programs or speakers for conferences or chapter programs.
- Coordinates efforts in developing diversity initiatives that can serve as models for other chapters.
- Works with chapter diversity directors to identify minorities and other diverse members in the state who might be interested in additional volunteer leadership opportunities.
- Meets and maintains minimum requirements of state council members.

## **Requirements:**

- Must be a SHRM member in good standing. SHRM Certification desirable.
- Appointment is made by the State Council Director.

## **SHAPE RESPONSIBILITIES**

Participate in at least 75 percent of state council meetings.

Participate in the KSSHRM Leadership Academy.

## **OTHER RESPONSIBILITIES:**

Develop and implement initiatives focused on promoting diversity & inclusion OR continue with successful initiatives from previous year.

- One initiative annually required.

# Director, Workforce Readiness

Monitors and evaluates on a continuing basis state and local activities concerning workforce readiness issues and works with chapter workforce readiness advocates to plan and encourage chapter involvement and activities impacting the workforce readiness arena. Presents a report or update to the State Council Director and members on workforce readiness developments, issues, and/or initiatives.

**Term:** Two Years - May be reappointed for an additional one-year term for a total service of three years.

## **Responsibilities:**

- Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Serves as advocate for workforce readiness on state council and at other professional meetings and assists chapters in coordinating programs and other chapter activities on workforce readiness, including the KS SHRM HR RAP initiative.
- Identifies and evaluates issues which impact workforce readiness and develop goals for state council strategy.
- Serves as a resource for state council on workforce readiness issues and provides leadership to the chapters on these issues.
- Monitors state and local activities concerning workforce readiness, workforce investment authorization, welfare-to-work, and education partnerships. Provides timely information on these issues to his/her State Council Director.
- Works with the SHRM staff liaison on workforce readiness issues.
- Develops and supports workshops and seminars which address workforce readiness initiatives and issues.
- Participates in SHRM's Workforce Readiness Core Leadership Area webinars.
- Provides special recognition for chapter members and for state and local programs that provide betterment of the workforce.
- Responds to any other requirements of the state council director and SHRM staff liaison for workforce readiness.
- Meets and maintains minimum requirements of state council members.

## **Requirements:**

- Must be a SHRM member in good standing. SHRM Certification desirable.
- Appointment is made by the State Council Director.

## **SHAPE RESPONSIBILITIES**

Participate in at least 75 percent of state council meetings.

Participate in the KSSHRM Leadership Academy.

## **OTHER RESPONSIBILITIES:**

Develop and implement initiatives focused on promoting workforce readiness OR continue with successful initiatives from previous year.

- One initiative required annually

# Director, Certification

Promotes SHRM certification activities for the state council, SHRM affiliated chapters and their members.

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**Term:** Two Years - May be reappointed for an additional one-year term for a total service of three years.

## **Responsibilities:**

- Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Reports to the state director on a regular basis concerning activities promoting SHRM certification throughout the state.
- Promotes the certification of human resource professionals through SHRM.
- Promotes and aids with the formation of chapter study programs to facilitate the SHRM certification of chapter members.
- Promotes the partnering of chapters and universities to conduct SHRM certification preparation courses using the SHRM Learning System.
- Participates in SHRM's Certification Core Leadership Area webinars.
- Encourages the SHRM certification of council members.
- Develops communication programs in and about SHRM certification (i.e. topical, process, recertification, issues, etc.).
- Attends state leadership conference and state council meetings to assure representation for this critical area of responsibility.
- May attend additional SHRM volunteer leader events such as VLBM and regional council events as applicable.
- Meets and maintains minimum requirements of state council members.

## **Requirements:**

- Must be a SHRM member in good standing.
- SHRM Certification required.
- Appointment is made by the State Council Director.

## **SHAPE RESPONSIBILITIES**

Participate in at least 75 percent of state council meetings.

Participate in the KSSHRM Leadership Academy.

Actively promote SHRM certification and recertification for the SHRM Certified Professional (SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP) by attaining and maintaining SHRM Recertification Provider status and ensuring that all relevant programs are entered into the online SHRM program database for professional development credits.

## **OTHER RESPONSIBILITIES:**

Develop and implement initiatives focused on increasing SHRM Certification OR continue with successful initiatives from previous year.

# Director, Membership

Provide leadership for membership activities in chapters, particularly assuring that chapter membership directors have access to resources necessary to recruit at-large SHRM members to chapters, local chapter members only (LMOs) to SHRM, and non-affiliated HR professionals to both organizations. Provide leadership to member engagement/retention measurement and strategies of chapters.

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**Term:** Two Years - May be reappointed for an additional one-year term for a total service of three years.

## **Responsibilities:**

- Provides leadership to chapter membership directors in all areas of membership responsibility.
- Assures that chapter membership directors have access to best available resources for member recruitment and retention.
- Tracks and reports to state council statewide and chapter membership growth and other relevant membership data (e.g., demographic data on members).
- Tracks and reports to state council statewide and chapter member retention rates.
- Collects successful membership recruitment/retention initiatives to share with chapter membership directors.
- Provides a forum - i.e. state council meetings, conference calls - for chapter membership directors to discuss membership issues and share successful recruiting/retention practices.
- Serves as a resource for those chapters struggling to meet minimum standards in SHRM membership to assure that chapters are not disaffiliated for not meeting this requirement.
- Encourages uniform membership requirements for all chapters based on the SHRM model for membership qualifications.
- Participates in SHRM's Membership CLA calls and/or webinars.
- Attends state leadership conference and state council meetings to assure representation for this critical area of responsibility.
- May attend additional SHRM volunteer leader events such as VLBM and regional council events as applicable.
- Meets and maintains minimum requirements of state council members.

## **Requirements:**

- Must be a SHRM member in good standing. SHRM Certification desirable.
- Appointment is made by the State Council Director.

## **SHAPE RESPONSIBILITIES**

Participate in at least 75 percent of state council meetings.

Participate in the KSSHRM Leadership Academy.

Ensure conference planning committee offers prime booth space and a minimum of 15 minutes podium time to SHRM staff at state conference.

Assist the State Director and Director-Elect in setting a state dual membership goal for growth and for retention each year and completing a Dual Membership Action Plan for the state and chapters in the state to fulfill the SHAPE requirement.

## **OTHER RESPONSIBILITIES:**

Develop and implement initiatives focused on increasing membership OR continue with successful initiatives from previous year.

# Director, Emerging Professionals

Serves as an appointed member of the state council with responsibility to assist and promote student chapter activities within the state. Works closely with SHRM's applicable coordinator in carrying out these responsibilities. Communicates state and SHRM goals and policies relative to student chapters and student membership to the chapters in the state.

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**Term:** Two Years - May be reappointed for an additional one-year term for a total service of three years.

## **Responsibilities:**

- Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Serves as a liaison between student chapters within the state and the state council.
- Promotes the formation of new student chapters within the state by identifying potential sites and working with local professional chapters to develop these sites.
- Serves as a communications link between student chapters and SHRM's Student Program Manager in disseminating information relative to student programs, scholarships, certification, student conferences, etc.
- Leads planning efforts and implementation of KSSHRM's annual Student Summit. Encourages participation of student chapters in this event.
- Visits student chapters throughout the state if possible.
- Promotes student activities at professional conferences within the state, region or at the SHRM Annual Conference and Exposition.
- Participates in SHRM's College Relations Core Leadership Area webinars.
- Encourages professional chapters and state council to offer assistance to student members through scholarship programs, internships, special student activities, or sponsorship at local, state, or national conferences.
- Encourages professional chapters and the state council to develop recognition programs for faculty advisors including, but not limited to, sponsorship at local, state, or SHRM conferences.
- Provides guidance and direction to faculty advisors and chapter student liaison representative relative to organization of new chapters, integration of Student Merit Award Program into student chapter activities, and opportunities for integration of student and professional chapter goals.
- Encourages student participation in SHRM publications (e.g., Echoes, SHRM Online) and in awards programs.
- Meets and maintains minimum requirements of state council members.

## **Requirements:**

- Must be a SHRM member in good standing. SHRM Certification desirable.
- Appointment is made by the State Council Director.

## **SHAPE RESPONSIBILITIES**

Participate in at least 75 percent of state council meetings.

Participate in the KSSHRM Leadership Academy.

## **OTHER RESPONSIBILITIES:**

Develop and implement initiatives focused on student membership, activity, engagement OR continue with successful initiatives from previous year.

# Director, SHRM Foundation

Educate, promote, and represent the interests of the SHRM Foundation and its activities to the chapter membership.

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**Term:** Two Years - May be reappointed for an additional one-year term for a total service of three years.

## **Responsibilities:**

- Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Educates the chapters and the state council regarding the purpose and ongoing activities of the SHRM Foundation including the Foundation's newest education resources, the status of the annual campaign and upcoming deadlines and events.
- Leads and facilitates KSSHRM's fundraising efforts for the SHRM Foundation.
- Participates in the SHRM Foundation Core Leadership Area webinars.
- Meets and maintains minimum requirements of state council members.

## **Requirements:**

- Must be a SHRM member in good standing. SHRM Certification desirable.
- Appointment is made by the State Council Director.

## **SHAPE RESPONSIBILITIES**

Participate in at least 75 percent of state council meetings.

Participate in the KSSHRM Leadership Academy.

Support the SHRM Foundation by making a monetary contribution directly from the chapter's funds, received by the SHRM Foundation no later than December 31<sup>st</sup> of each term year.

Become a SHRM Foundation State Council Champion by completing the following each term year:

- Make a monetary donation from state council funds.
- Host a fundraising event to benefit the SHRM Foundation.

# Director, Government Affairs

Monitors and evaluates, on a continuing basis, pending federal, state, and local legislative, regulatory, and legal activities that may have an impact on the management of human resources. Communicates SHRM and KSSHRM legislative affairs policies and goals to SHRM chapters and members within the state. Works in close cooperation with the SHRM Government Affairs Team in carrying out these tasks.

**Term:** Two Years - May be reappointed for an additional one-year term for a total service of three years.

## **Responsibilities:**

- Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Attends the SHRM Employment Law & Legislative Conference and participates in or leads Kansas' delegation in the Capitol Hill Advocacy Day.
- Works in close cooperation with the Senior Associate, Member Advocacy and the Senior Advisor, State Affairs on the SHRM headquarters staff. Identifies, evaluates and disseminates to chapters within the state issues of concern arising from potential legislation, regulatory and/or legal activities within the state which would potentially impact SHRM members or the profession.
- Prepares and distributes summaries and status reports of pending state HR-related legislation. (Distribution to include each chapter within the state, the state council director and the Senior Advisor, State Affairs at SHRM headquarters.)
- Actively promotes and recruits for SHRM's Advocacy Team (A-Team). Educates members on the importance of communicating to Congress and conducts related educational sessions for members as needed.
- Leads planning and coordination efforts for KSSHRM's annual Employment Law & Employee Benefits conference.
- Presents legislative updates at chapter meetings and state conferences as requested.
- Encourages and organizes state letter-writing initiatives/competitions to federal and state legislators on pending issues and/or legislation or HR "hot topics."
- May assist in the development of position papers, responses to legislative and regulatory offices, etc. May initiate actions responding to these matters within the state after coordination with the SHRM Senior Advisor, State Affairs.
- Develops and maintains contact with both state legislators and members of Congress.
- Works to develop relationships with business coalitions and other policy-making members or interest groups with shared interests in the legislative community.
- Responds to any other requests of the state council director.
- Meets and maintains minimum requirements of state council members.

## **Requirements:**

- Must be a SHRM member in good standing. SHRM Certification desirable.
- Appointment is made by the State Council Director.

## **SHAPE RESPONSIBILITIES**

Participate in at least 75 percent of state council meetings.

Participate in the KSSHRM Leadership Academy.

## **OTHER RESPONSIBILITIES:**

Develop and implement initiatives focused on governmental affairs/advocacy OR continue with successful initiatives from previous year.



# Chapter President

Serves as a member of the state council responsible for representing their chapter.

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**Term:** Dictated by chapter bylaws

**Responsibilities:**

- Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Ensures their chapter has a representative at all state council meetings in the event of their absence.
- Provides quarterly chapter updates to Communications Director to be included in quarterly KSSHRM newsletter.
- Maintains communication with the state council director and the SHRM Regional Team.
- Communicates state, regional and/or SHRM's goals, policies, and programs to chapter members. Represent the state council to local chapter leaders and the membership.
- Meets and maintains minimum requirements of state council members.

**Requirements:**

- Must be a SHRM member in good standing. SHRM Certification desirable.

# Important Dates



## Kansas State Council of SHRM, Inc. 2023 CALENDAR

Videoconferencing Info Provided in Meeting Invitations



DATE	EVENT	TIME	LOCATION
December 1 <sup>st</sup> , 2022	<b>SCLIF/CLIF Due</b>		SHRM Online
December 14 <sup>th</sup> , 2022	SHRM CLA Webcast: District Director SHRM CLA Webcast: Enhanced Membership SHRM CLA Webcast: DE&I	2pm 3pm 4pm	Virtual
December 15 <sup>th</sup> , 2022	SHRM Volunteer Leader Webinar	3pm ET	Virtual
December 31 <sup>st</sup> , 2022	SHRM Foundation Donations for 2022 Due		Mail or SHRM Online
January 5 <sup>th</sup>	Chapter Membership Updates Due <i>Dual Membership Chapters excluded</i>		Email to Member Relations
January 12 <sup>th</sup>	Dual Membership Release Q&A	3pm – 4:30pm ET	Virtual
January 17 <sup>th</sup>	SHRM CLA Webcast: Orientation & Strategic Planning	3pm	Webcast
January 25 <sup>th</sup>	SHRM CLA Webcast: Enhanced Membership #1 of 2023	2pm	Webcast
January 26 <sup>th</sup>	SHRM January Volunteer Leader Connection Webinar	2pm	Webcast
January 31 <sup>st</sup>	<b>SHAPE Due</b> Volunteer Leader Information Update Due (if not yet submitted)	EOB	SHRM Online
February 1 <sup>st</sup>	<b>Order 2023 Name Badges for Volunteer Leaders</b> <i>If your Chapter wants them. State Council roles will receive them in February.</i>	EOB	SHRM VLRC Online
February 2 <sup>nd</sup>	SHRM CLA Webcast: Government Affairs	3pm	Webcast
February 5 <sup>th</sup>	Chapter Membership Updates Due <i>Dual Membership Chapters excluded</i>		Email to Member Relations
February 16 <sup>th</sup> – 18 <sup>th</sup>	Regional Council Business Meeting <i>By Invitation – State Council Director/Elect, Membership, College Relations + 1 District Director</i>	Full Days	Boston, MA
February 21 <sup>st</sup> & 22 <sup>nd</sup>	KS SHRM Employment Law & Benefits Conference (includes time on The Hill)	Full Days	Topeka, KS
February 23 <sup>rd</sup>	SHRM CLA Webcast: Volunteer Leaders Connection	2pm	Webcast
February 26 <sup>th</sup> – 28 <sup>th</sup>	SHRM Employment Law & Compliance Conference	Full Days	Washington, DC
March 5 <sup>th</sup>	Chapter Membership Updates Due <i>Dual Membership Chapters excluded</i>		Email to Member Relations

# Important Dates

March 8 <sup>th</sup>	<b>KS SHRM State Council Meeting &amp; Budget Review</b>	10am – 12pm	Virtual
March 15 <sup>th</sup>	<b>SHRM Excel Award Deadline</b>		SHRM Online
March 30 <sup>th</sup>	SHRM Webcast: Volunteer Leader Connection	2pm	Webcast
March 31 <sup>st</sup>	Early Bird Deadline for SHRM23 <i>Volunteer Leaders receive a 10% discount</i>		
April 5 <sup>th</sup>	<b>Chapter Membership Updates Due</b> <i>Dual Membership Chapters excluded</i>		Email to Member Relations
April 12 <sup>th</sup>	<b>KS SHRM State Council Meeting</b>	10am – 12pm	Virtual
April 12 <sup>th</sup>	SWC Regional Council Business Meeting	2pm	Virtual
April 16 <sup>th</sup> – 19 <sup>th</sup>	SHRM Talent Conference & Expo	Full Days	Orlando, FL
April 18 <sup>th</sup>	SHRM CLA Webcast: <u>Membership</u> - Partnerships & Resources	2pm	Webcast
April 27 <sup>th</sup>	SHRM Webcast: Volunteer Leader Connection	2pm	
May 5 <sup>th</sup>	<b>Chapter Membership Updates Due</b> <i>Dual Membership Chapters excluded</i>		Email to Member Relations
May	<b>Chapter Leader Information Form (CLIF) Due</b> <i>If your Chapter Board transitions mid-year</i>		SHRM Online
May 25 <sup>th</sup>	SHRM Webcast: Volunteer Leader Connection	2pm	
June 1 <sup>st</sup>	<b>SHRM Pinnacle Application Open</b>		SHRM <u>Online</u>
June 5 <sup>th</sup>	Chapter Membership Updates Due <i>Dual Membership Chapters excluded</i>		Email to Member Relations
June 11 <sup>th</sup> – 14 <sup>th</sup>	SHRM Annual Conference Go "All In" on SHRM23 - 75 <sup>th</sup> Anniversary	Full Days	Las Vegas, NV
June 29 <sup>th</sup>	SHRM CLA Webcast: Government Affairs	3pm	
July 5 <sup>th</sup>	Chapter Membership Updates Due <i>Dual Membership Chapters excluded</i>		Email to Member Relations
July 18 <sup>th</sup>	SHRM CLA Webcast: <u>Membership</u> - Audit & Quarterly Reports	2pm	Webcast
July 19 <sup>th</sup>	<b>KS SHRM State Council Meeting</b>	10am – 12pm	Wichita, KS
July 27 <sup>th</sup>	SHRM Webcast: Volunteer Leader Connection	2pm	
August 5 <sup>th</sup>	Chapter Membership Updates Due <i>Dual Membership Chapters excluded</i>		Email to Member Relations
August 24 <sup>th</sup>	SHRM Webcast: Volunteer Leader Connection	2pm	
September 1 <sup>st</sup>	<b>SHRM Pinnacle Award Applications Due</b>		SHRM Online
September 5 <sup>th</sup>	Chapter Membership Updates Due <i>Dual Membership Chapters excluded</i>		Email to Member Relations
September 7 <sup>th</sup>	SWC Regional Council Meeting	1pm	Virtual
September 13 <sup>th</sup>	<b>KS SHRM State Council Meeting</b>	10am – 12pm	Virtual

# Important Dates

September 20 <sup>th</sup> – 22 <sup>nd</sup>	KS SHRM Annual State Conference SOAR into HR - <u>Success . Opportunity . Action . Resilience</u>	Full Days	Overland Park, KS
September 28 <sup>th</sup>	SHRM Webcast: Volunteer Leader Connection	2pm	
September 28 <sup>th</sup>	SHRM CLA Webcast: Government Affairs	3pm	
October 5 <sup>th</sup>	Chapter Membership Updates Due <i>Dual Membership Chapters excluded</i>		Email to Member Relations
October 17 <sup>th</sup>	SHRM CLA Webcast: Membership - Strategic Planning Check-in	2pm	Webcast
October 26 <sup>th</sup>	SHRM Webcast: Volunteer Leader Connection	2pm	
October 30 <sup>th</sup>	SHRM Inclusion 2023	Full Days	Savannah, GA
November 5 <sup>th</sup>	<b>Chapter Membership Updates Due</b> <i>Dual Membership Chapters excluded</i>		Email to Member Relations
November 15 <sup>th</sup>	<b>SHRM Certification Reaffirmations Due</b>		SHRM Online
November 16 <sup>th</sup> – 18 <sup>th</sup>	SHRM Volunteer Leaders' Business Meeting <i>By Invitation Only -typically State Council Director/Director-Elect, Membership, Certification, District Director, Chapter Presidents</i>	Full Days	Washington, D.C.
December 1 <sup>st</sup>	<b>Chapter Leader Information Form (CLIF) Due</b> <i>If your Chapter Board transitions Jan. 1</i>		SHRM Online
December 7 <sup>th</sup>	SHRM CLA Webcast: Government Affairs	3pm	
December 14 <sup>th</sup>	<b>KS SHRM State Council Meeting &amp; Year End Celebration</b>	12pm – 5pm	Wichita, KS
December 14 <sup>th</sup>	SWC Regional Council Meeting (Optional)	4pm	Virtual
December 14 <sup>th</sup>	SHRM Webcast: Volunteer Leader Connection	2pm	
December 15 <sup>th</sup>	<b>Chapter Membership Updates Due</b> <i>Dual Membership Chapters excluded</i>		Email to Member Relations
December 31 <sup>st</sup>	SHRM Foundation Donations for 2023 Due		Mail Check or SHRM Online