



OFFICER & BOARD POSITION NOMINATIONS

Nominations for the following WCASHRM positions are requested. Self-nomination is encouraged and members in current positions may be suggested for the same or other positions (as long as they are not term limited under the chapter by-laws). *If self-nomination, please indicate this on the form.*

Any questions about the positions, please contact President@WCASHRM.org

Please return this form to the President-Elect at Nominating@WCASHRM.org by July 31.

Officers: (One-year Term)

President: Current President-Elect will automatically assume this position

President-Elect: _____

V.P. of Programs: _____

V.P. of Membership: _____

Secretary: _____

Treasurer: _____

Directors: (One-year Term)

Certification: _____

Diversity: _____

Legislative Affairs: _____

Workforce Readiness: _____

College Relations: _____

SHRM Foundation: _____

Non-Board Positions (Volunteers/Not Board Voting Members)

Special Events Coordinator: _____

Technology Coordinator: _____

Managers' Seminar Chair: _____

State Conference Door Prizes Chair: _____

Business Expo Booth Coordinator: _____

Job Fair Booth Coordinator: _____

President - Leads Chapter in various capacities, including chapter meetings, board meetings. Represents Chapter in community and on State Council. MUST BE A NATIONAL SHRM MEMBER!

President-Elect - Assists President with various functions. Will serve as the Chapter President for the next term. Handles monthly meeting sponsors. MUST BE A NATIONAL SHRM MEMBER!

Secretary - Takes minutes at board meetings. Maintains chapter records.

Treasurer - Handles the Chapter finances - collecting monies, balancing checkbook, paying bills. Monitors budget.

Vice President, Programs - Coordinates and programs monthly meeting speakers and program materials. Applies for SHRM and HRCI credit for monthly meetings.

Vice President, Membership - Recruits new members; maintains membership roster; sends out new member kits and membership information; Greets members upon check-in at monthly meeting. MUST BE A NATIONAL SHRM MEMBER!

Diversity Director - Communicates diversity information to chapter and coordinates annual diversity program with VP, Programs.

Legislative Director - Communicates legislative updates and alerts to chapter members. Provides legislative updates to members at monthly chapter meetings. RECOMMENDED TO BE A SHRM MEMBER.

College Relations - Serves as liaison between WCASHRM and any area SHRM student chapter. Promotes the annual scholarship. Develops mentor relationships.

Certification Director - Promotes SHRM and HRCI Certification and Promotes certification Study Group. MUST BE A NATIONAL SHRM MEMBER AND HOLD A SHRM CERTIFICATION!

Workforce Readiness - Coordinates workforce readiness programs in the community and with local schools.

SHRM Foundation Director - Coordinates chapter SHRM Foundation fundraiser; promotes Foundation.

Committee Chair positions - (not board positions)

Chair, Special Events - Oversees and coordinates chapter's special events and holiday party. Assists with coordinating lunch for in-person meetings.

Technology Coordinator - Communicates chapter events to local newspaper and local media. Handles the newsletter.

Chair, WCASHRM Managers Seminar - Oversees and coordinates chapter conference committee.

State Conference Door Prize Chair - Requests and organizes door prizes from our chapter members and local businesses for door prizes at the Arkansas State SHRM Conference.

Chair, Business Expo - Oversees and coordinates chapter's business expo booth.

Chair, Job Fair Booth - Oversees and coordinates chapter's job fair booth.