

ICSHRM Position Matrix 2021



Chuck Past President/SHRM Fdtn	Ashley President	Vacant President-Elect
<ul style="list-style-type: none"> ☐ Complete SHAPE report for SHRM by January 31, including the EXCEL Award application. ☐ Apply for the Pinnacle Award, if applicable. ☐ Serve as chair of the Nominating Committee for the next Board of Director slate. ☐ Develop a slate of qualified candidates for open positions on the board of directors in accordance with the bylaws. ☐ Prepare & distribute the Board Slate for membership voting in accordance with the bylaws. Historically via icshrm.shrm.org. ☐ Advisor to chapter board of directors regarding past practices and operations within chapter's by-laws. ☐ Conduct Annual Foundation Fundraiser and ensure at least \$1,000 is sent to the Foundation by December 31. ☐ Coordinate board donations of at least \$30 each to the Foundation by December 31. Encourage member donations as well. More at shrmfoundation.org/TeamEmpower. ☐ Educate the chapter membership regarding the existence, purpose, and ongoing activities of the SHRM Foundation. ☐ Participate in the SHRM Foundation Core Leadership Area webinars. 	<ul style="list-style-type: none"> ☐ Must be SHRM member. ☐ Should be SHRM certified. ☐ Complete the CLIF Report no later than December 1st. ☐ Prepare annual budget to present for Board for approval. ☐ Facilitate Board Transition/ Orientation. ☐ Monitor the use, accounting, and handling of the chapter funds. ☐ Prepare monthly agendas for member and board meetings. ☐ Chair all meetings of chapter officers and members. When unable to attend a meeting is responsible for securing an appropriate substitute. ☐ Participate in/Lead the development and implementation of short-term and long-term strategic planning for the chapter. ☐ Attend all state council meetings and actively participate in state council matters. ☐ Communicate state, regional and/or SHRM's goals, policies, and programs to chapter members. ☐ Responsibilities will include oversight of programming conducted at each event. ☐ Serve as chair of Bylaws Committee, review bylaws and recommend any needed changes to board of directors. (Must go to Regional Officers prior to membership vote.) ☐ Distribute the appropriate announcements and other information to the State Director and the SHRM regional team. 	<ul style="list-style-type: none"> ☐ Must be SHRM member. ☐ Should be SHRM certified. ☐ Secure Annual Conference location and speakers. Prepare registration forms and work with Certification/Education Advisor on SHRM credits. Negotiate contracts for Annual Conference. ☐ Work closely with the Events/ Sponsorship Director, especially for the Annual Conference. ☐ Work closely with the Communications Director, especially for the Annual Conference. ☐ Monitor Chapter Goals and report monthly with stats. ☐ Attend (and preside over, if necessary) all monthly membership and board of directors meetings. ☐ Oversight of monthly programming conducted at regular meetings of the members, any workshops and/or seminars sponsored by the Chapter. ☐ Coordinate transition of board positions at year end. ☐ Participate in SHRM Core Leadership Area (CLA) volunteer leader webcasts at https://community.shrm.org/vlrc/leadership/webinars.

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Jennie Certification Director	Ashley, Jennie, Chris, Kelly, Ruth Communications Committee	Kristin Ned Director At Large
<ul style="list-style-type: none"> ☐ Must be SHRM member. ☐ Must be SHRM certified. ☐ Promote the scholarship programs: MSU HR Students and Member Sons and Daughters Students. ☐ Provide board of directors with scholarship applications for voting. ☐ Present awards for scholarships and notifies all applicants of the results. ☐ Lead, plan, and arrange for instructors and materials at the certification study classes. ☐ Recognize at meetings those who pass the test. (Order and present awards at meetings.) ☐ Provide information about any changes in recertification requirements, changes in exam policies, on-line tracking program, etc. ☐ Establish certification goals and work to achieve successful outcomes. ☐ Apply for SHRM Foundation grants of certification materials and testing fees. ☐ Responsible for ownership of certification materials. 	<ul style="list-style-type: none"> ☐ Should be SHRM member. ☐ Compile and distribute monthly newsletter. ☐ Ensure timely distribution of the newsletter, announcements, and/or other information to members. (1 week prior to membership meeting.) ☐ Work closely with the Membership Director to ensure new members are included in communications. ☐ Responsible for all registration processes and sharing information appropriately. ☐ Ensure that the current SHRM affiliate of Logo is correct, consistently and prominently displayed on ALL media. ☐ Assist the Events Director by communicating the correspondence for all ICSHRM events. Responsibilities may include participating on committees. ☐ Coordinate all media coverage. ☐ Responsible for maintaining the ICSHRM website. ☐ Responsible for social media exposure. ☐ Educate members on how to use social media. ☐ Participate in SHRM Core Leadership Area (CLA) volunteer leader webcasts at https://community.shrm.org/vlrc/leadership/webinars. ☐ Responsible for authorizing & disseminating all correspondence for the chapter to ensure consistency and professionalism. ☐ Responsible for photos, logos and waivers. ☐ Promote the SHRM Annual Conference. 	<ul style="list-style-type: none"> ☐ Attend monthly membership and board of directors meetings. ☐ Represent the chapter in the human resources community. ☐ Complete other assignments as requested by the president or the board of directors. ☐ Actively participate in committees. ☐ Participate in SHRM Core Leadership Area (CLA) volunteer leader webcasts at https://community.shrm.org/vlrc/leadership/webinars. ☐ Coordinate and present the “Professional of the Year” Award.

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Candy Legislation/Inclusion Director	Christina (Chris) Member Engagement Director	Dana Secretary
<ul style="list-style-type: none"> ☐ Must be SHRM member. ☐ Provide legal update flyers on a quarterly basis. ☐ Provide updates on Federal and State changes to be included in the Communications. ☐ Promote knowledge and activities for influencing legislation such as SHRM A-Team, Louisiana Legislative Day, and advocating with local representatives. ☐ Utilize the letter-writing feature of the HR Policy Action Center under the “Legal Issues & Public Policy” tab on the SHRM website. ☐ Distribute information and materials to chapter members to promote diversity in the workplace. ☐ Recognize area business examples of successful diversity initiatives. ☐ Identify current chapter members with diverse backgrounds who might be interested in volunteer leadership opportunities. ☐ Recruit potential chapter members with diverse backgrounds that will benefit from ICSHRM. ☐ Partner with Louisiana SHRM CLA and SHRM Advocacy Representative in DC. ☐ Partner with relevant area minority organizations. ☐ Connect with local and state elected officials. ☐ Participate in SHRM Core Leadership Area (CLA) volunteer leader webcasts at https://community.shrm.org/vlrc/leadership/webinars. 	<ul style="list-style-type: none"> ☐ Must be SHRM member. ☐ Maintain membership rosters via icshrm.shr.org, Constant Contact and gmail. <ul style="list-style-type: none"> o Update member contact information o Work closely with the Communications Director to showcase new members in newsletter o Report on at least 30% dual memberships ☐ Connect with members on LinkedIn and Facebook. ☐ Prepare monthly report on member engagement and attendance. ☐ Greet and follow up with new guests at the monthly meetings, annual conference and legal summit. ☐ Work closely with MEA to submit Chapter Membership Director/Roster upon request for auditing by SHRM – one time per year. ☐ Handle all correspondence in relation to SHRM membership applications. ☐ Ensure potential new members can easily join ICSHRM. ☐ Participate in SHRM Core Leadership Area (CLA) volunteer leader webcasts at https://community.shrm.org/vlrc/leadership/webinars. 	<ul style="list-style-type: none"> ☐ Prepare minutes and action items for monthly board meetings and distribute within one week of meeting date. ☐ Maintain a record of attendance of all board meetings. ☐ File in the ImperialCalcasieuSHRM@gmail drive: <ul style="list-style-type: none"> o Original chapter bylaws and dated copies of each amendment to those bylaws. o Copies of all chapter publications. o Approved and signed minutes of all board of directors and membership meetings. o Chapter Charter. o Legal documents such as IRS Letters of Determination, Articles of Incorporation. o Speaker and vendor contracts. o Insurance Declaration pages, if applicable.

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Vacant Events/ Sponsorships Director	Dr. Kristin College Relations Advisor	Chuck Treasurer
<ul style="list-style-type: none"> ☐ Should be SHRM member. ☐ Provide information regarding programs and services to the Communications Director. ☐ Plan and coordinate social events to best serve members. ☐ Coordinate facilities, caterer, and registrations. Establish Conference Committee, if needed. ☐ Work closely with the President-Elect for the Annual Conference. ☐ Work closely with the President to coordinate member meetings and the legal summit. ☐ Secure sponsorships for ICSHRM Chapter, conference, meetings, legal summit and socials. ☐ Manage sponsor benefits and payments. Partner closely with Events Director and Treasurer. ☐ Ensure SHRM has prime booth space and 15 minutes at podium for an event with over 200 attendees. Contact Field Service Director (SHRM Sherry) early on. ☐ Set up and moderate online events. ☐ Participate in SHRM Core Leadership Area (CLA) volunteer leader webcasts at https://community.shrm.org/vlrc/leadership/webinars. 	<ul style="list-style-type: none"> ☐ Must be SHRM member. ☐ Should be SHRM certified. ☐ Facilitate the McNeese State University SHRM student chapter. Oversee transition of officers and training of new officers. Ensure that the chapter has at least eight national student members by November 30 each year. ☐ Attend chapter meetings and offer guidance as needed. Distribute scholarship information to the students. ☐ Disseminated SHRM, LASHRM and ICSHRM information regularly to the student officers. ☐ Screen and sign off on student membership applications. The advisor's signature on an application represents approval of the applicant as a qualified student. ☐ Order and coordinate presentation of graduation chords for student members. ☐ Coordinate student outreach opportunities. ☐ Promote student internship opportunities. ☐ Lead student involvement in ICSHRM projects and programs. ☐ Submit a yearly Student Chapter Information Form by September 30. This provides updated information to the national office and indicates that the chapter will be active for the year. ☐ Assist students in completing and submitting a Merit Award application each year by March 31. ☐ Work closely with the Certification Director, especially to facilitate the study program. 	<ul style="list-style-type: none"> ☐ Should be SHRM member. ☐ Partner with Chapter CPA firm. ☐ Assure a review of the books is conducted every even calendar year. <ul style="list-style-type: none"> o Total income for prior CY o Total expenses for prior CY o Net for prior CY o Total assets as of Dec 31. ☐ File appropriately with the IRS such as 990. ☐ Provide monthly budget report to the board of directors to include: <ul style="list-style-type: none"> o Monthly expenses, income, net value o Bank statement o YTD expenses, income, net value o YTD bank value o Analysis summary o Upcoming deadline(s) o Upcoming consideration(s). ☐ Responsible for the mail received in the PO Box which needs to be checked weekly. (Couriered by Stockwell Sievert.) ☐ Send AR invoices and provide receipts. ☐ Send AP payments and responsible for appropriate corresponding documentation. ☐ The treasurer shall receive, hold, and safeguard in the capacity of trustee and financial agent, all funds, cards, checkbooks and logins for the chapter.

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Michelle Workforce Readiness Advisor	All Board Members
<ul style="list-style-type: none"> ☐ Should be SHRM member. ☐ Serve as the workforce liaison to other community organizations in regards to area workforce recruiting, development, and retention. ☐ Develop and strengthen relationships with the SWLA Alliance and forge partnerships on workforce related issues. ☐ Act as liaison with the SWLA Alliance's Incubator project. ☐ Work with the SWLA Alliance's Quality of Life committee to develop key initiatives for our members. ☐ Point of contact for spousal support for out-of-area workers. ☐ Report workforce related issues to the board and assemble committee, if warranted. ☐ Develop and manage goals on issues that impact workforce readiness. ☐ Report on area workforce readiness issues. ☐ Participate in SHRM Workforce Readiness Core Leadership Area (CLA) volunteer leader conference calls and webcasts. 	<ul style="list-style-type: none"> ☐ Support the Spring Conference and Generalist Workshop through volunteering to assist in setup; registration; presentations; etc. ☐ Represent the human resources profession and the local chapter (ICSHRM) in the local community. ☐ Assist with accumulating information all year about the chapter and compile it for the SHAPE. Submission of the SHAPE is required by SHRM and covers the previous calendar year. ☐ Attend monthly membership and board of directors meetings in accordance with the bylaws. ☐ Provide monthly updates to the board. ☐ Participate in SHRM Core Leadership Area (CLA) volunteer leader webcasts at https://community.shrm.org/vlrc/leadership/webinars. ☐ Abide by the bylaws of the organization. ☐ Responsibilities will include organizing programs conducted for at least one regularly scheduled member meeting, workshop, and/or seminar sponsored by the Chapter. ☐ Provide monthly updates at the board of directors meetings. ☐ SHRM member. ☐ SHRM certified.

Partners
<ul style="list-style-type: none"> ☐ Legal- Stockwell, Sievert Law Firm ☐ CPA- Scalisi, Myers & White ☐ Insurance- ☐ Marketing-