



### **Position Summary:**

The President serves a one-year term and must have been elected to first serve as President-Elect. The President serves as a member of the Board of Trustees, the Executive Committee and as Chair of the Dallas HR Board of Directors. The President provides leadership consistent with the organization's Bylaws. The President also serves as a voting member of the Texas State Council.

**Reports To:** The Board of Trustees of DHRMA, Inc.

### **Responsibilities:**

- Conducts the business of Dallas HR in accordance with the Bylaws
- Serves as chairperson of the Association's Board of Directors
- Presides over the activities of all Dallas HR directors, chairs and committees, to ensure the accomplishment of association goals, objectives, and strategies
- Monitors the use, accounting, and handling of the association funds
- Appropriate management of budgetary funds of division
- Complete annual Chapter Achievement Plan and submits to SHRM by January 31 of the following year
- Oversees submission for the chapter's Pinnacle Award application, if applicable
- Chairs all Dallas HR Board meetings and membership meetings
- Serves as the Dallas HR official representative to the Texas State Council, operating within SHRM guidelines
- Communicates state, area and/or national goals, policies, and programs to association members
- Plans and coordinates with local chapters the Texas State Council event held each October in conjunction with the HR SOUTHWEST Conference
- Participates in the development and implementation of short-term and long-term strategic planning for the organization as a member of the Board of Trustees and Executive Committee
- Represents the association in the human resources community
- Represents the association to form strategic alliances with other organizations, including the area presidents group

### **Qualifications:**

- Must be a member of SHRM and Dallas HR
- Previously served a minimum of three years in a leadership position with the Corporation, with two of those years in Dallas HR
- Has at least seven years overall experience in the human resources profession, HR education, or HR legal arena
- Professional certification is preferred (such as, PHR, SPHR, GPHR, CCP, CEBS, JD)

### **Expectations:**

- Adhere to DHRMA Bylaws and Code of Ethics
- Attendance at Board of Trustee meetings
- Attendance at Executive Committee meetings
- Attendance at Association meetings and events (monthly Board meetings, monthly membership meetings, special programs, social events, etc.)
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Attendance at three Texas State Council Meetings, minimally at the Texas State Council Leadership meeting.
- Recommended attendance at SHRM National Conference
- Recommended to attend HR SOUTHWEST board meetings
- Attendance at HR SOUTHWEST Conference

**Note: All final contract negotiations shall be reviewed and signed by the Executive Director.**



## **PRESIDENT-ELECT**

### **Position Summary:**

The President-Elect is elected by the membership to serve a one-year term. The acceptance of this position is a commitment to also serve a one-year term as President. The President-Elect serves as a member of the Executive Committee and the Association Board of Directors. The President-Elect works closely with the President to learn how to operate the association effectively and shall assist the President in overseeing all the activities of the Association consistent with the Bylaws. In the absence of the President, the President-Elect will perform all the Presidential responsibilities.

**Reports To:** Dallas HR President

### **Committees Reporting to President-Elect:**

SHRM Foundation Fundraiser Committee

### **Responsibilities:**

- Acts as SHRM Foundation representative and conducts chapter/SHRM Foundation fundraiser [Silent Auction]
- Promotes the SHRM Foundation at association meetings and/or in association newsletter
- Appropriate management of budgetary funds within areas of authority
- Coordinates joint event with other local SHRM-affiliated chapters
- Coordinates director board reporting, collects Board reports prior to meeting from all directors; assembles for distribution to the board and documents any items to vote for Executive Committee
- Maintains Association Board of Directors and Chairs membership roster
- Documents Dallas HR Board meeting minutes to include financial decisions, activities, procedural changes and approval requests
- Completes other assignments as requested by the President or other corporate leadership
- Participates in the development and implementation of short-term and long-term strategic planning for the association
- At year end, works with newly elected President-Elect, current Executive Committee and Staff to lead succession planning for incoming leadership team.
- At year end and in conjunction with newly elected President-Elect, appoints incoming association leadership team of Directors and Chairs. Team must be approved by Board of Trustees.
- Represents the association in the human resources community
- Represents the association to form strategic alliances with other organizations

### **Qualifications:**

- Must be a member of SHRM and Dallas HR.
- Professional certification is preferred (such as, PHR, SPHR, GPHR, CCP, CEBS, JD).
- Previously served a minimum of two years in a leadership position with DHRMA, with one of those years in Dallas HR
- Must have at least six years experience in the human resources profession, HR education, or HR legal arena

### **Expectations:**

- Adhere to DHRMA Bylaws and Code of Ethics
- Attendance at Executive Committee Meetings
- Attendance at Association meetings and events (monthly Board meetings, monthly membership meetings, special programs, social events, etc.)
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Attendance at SHRM National Leadership Conference
- Recommended to attend HR SOUTHWEST board meetings
- Recommended attendance at HR SOUTHWEST Conference

**Note: All final contract negotiations shall be reviewed and signed by the Executive Director.**



## **COMMUNITY RELATIONS DIRECTOR**

### **Position Summary:**

The Community Relations Director is appointed to serve a one-year term. This position serves as a member of the Dallas HR Board of Directors. This position oversees all community relations activities and the Community Relations Committee.

**Reports to:** The President of Dallas HR

### **Responsibilities:**

- Review various organizations and determine the level of need and volunteer opportunities available for Dallas HR membership
- Develops volunteer programs
- Chair the Community Relations Committee to coordinate member volunteer efforts for each partner organization
- Appoints liaisons as necessary to support various approved charitable organizations and coordinate the volunteer efforts of the membership
- Coordinate donation or Charitable events for monthly meetings or other programs
- Participates in the development and implementation of short-term and long-term strategic planning for the association
- Provide information to Staff to be distributed to the membership on volunteer and donation opportunities
- Provide information and articles for the Horizon newsletter
- Provide content updates to Staff for Dallas HR website
- Consolidate information on the community relations activities and report the results to the Board of Directors on a monthly basis
- Appropriate management of budgetary funds within areas of authority
- Represents the association in the human resources community

### **Qualifications:**

- Must be a member of Dallas HR and SHRM
- Professional certification is preferred (such as, PHR, SPHR, GPHR, CCP, CEBS, JD).

### **Expectations:**

- Adhere to DHRMA Bylaws and Code of Ethics
- Attendance at Dallas HR Board of Directors meetings
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Attendance at all monthly membership meetings and events

**Note: All final contract negotiations shall be reviewed and signed by the Executive Director.**



## DIVERSITY DIRECTOR

### **Position Summary:**

The Diversity Director is appointed to serve a one-year term. This position serves as a member of the Dallas HR Board of Directors. This position monitors and evaluates activities concerning diversity issues, spearheads the effort to diversify the association's membership/leadership and to publicize successful diversity programs in the local community.

**Reports to:** The President of Dallas HR

### **Responsibilities:**

- Recommends and coordinates Diversity programs (including Conference)
- Chairs the Diversity Committee
- Develops and/or distributes information and material to Association members to promote diversity in the workplace with Executive Director's approval
- Diversity Conference
  - Work with the Diversity Committee to select speakers and topics appropriate for the Conference
  - Ensure speaker bio information and program outline are provided to Director of Education for certification approval
  - Conference committee will coordinate with speakers to collect presentation materials, including handouts and slide show
  - Coordinate committee on site responsibilities for Conference day
- Diversity Education
  - Identifies and recommends educational opportunities based on membership survey outcomes and knowledge of the diversity/inclusion field and the local climate
  - Works with committee and Educational Director to create, implement and promote educational opportunities on the topics of diversity and inclusion
- Community Outreach
  - Identifies organizations within the larger Dallas community who currently promote diversity and inclusion to partner with for sharing best practices
  - Identifies opportunities for strong partnerships/relationships to support the committee's mission
  - Represent committee at community events to promote committee programs and initiatives
  - Promote within the community the various programs that are developed by the committee
  - Publicizes examples of successful diversity efforts
  - Provides information and articles for the Dallas HR newsletter
  - Provides content updates to staff for publication on the Diversity webpage
- Completes other assignments as requested by the President or other corporate leadership
- Participates in the development and implementation of short-term and long-term strategic planning for the association
- Appropriate management of budgetary funds within areas of authority
- Represents the association in the human resources community

### **Qualifications:**

- Must be a member of Dallas HR and SHRM
- Professional certification is preferred (such as, PHR, SPHR, GPHR, CCP, CEBS, JD).

### **Expectations:**

- Adhere to DHRMA Bylaws and Code of Ethics
- Attendance at Dallas HR Board of Directors meetings
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Attendance at all monthly membership meetings and events

**Note: All final contract negotiations shall be reviewed and signed by the Executive Director.**



## GOVERNMENT AFFAIRS DIRECTOR

### **Position Summary:**

The Government Affairs Director is appointed to serve a one-year term. This position serves as a member of the Dallas HR Board of Directors. The Government Affairs Director monitors and evaluates, on a continuing basis, pending legislative, regulatory and legal action at the federal, state, and local level that may have an impact on the management of human resources. The Government Affairs Director will communicate to membership SHRM's position on legislation affecting the human resources profession.

**Reports To:** The President of Dallas HR

### **Responsibilities:**

- Coordinate and present an annual legislative and legal update conference on issues that impact the HR profession to be held in conjunction with a monthly chapter meeting to include:
  - Work with the Government Affairs Committee to select speakers and topics
  - Ensure speaker bio information and program outline are provided to Director of Education for certification approval
  - Conference committee will coordinate with speakers to collect presentation materials, including handouts and slide show
  - Coordinate committee on site responsibilities for Conference day
  - Coordinate with staff for Conference sponsors
- Coordinate and develop a breakfast series to cover current and pertinent Employment Law & Legislative topics to provide members timely education
- Provides a legislative affairs report to members at chapter meetings
- Maintains contact with state legislators and members of Congress
- Monitors state and local government activities and provides timely information on public policy issues
- Initiates action in response to legislative alerts under SHRM's HR Voice program
- Informs chapter members about HR Voice programs and how to use the SHRM website letter-writing feature and encourages members to contact legislators on issues that impact the profession
- Promotes within the association increased knowledge and activities for influencing legislation
- Ensures regular legislative updates for association newsletter
- Completes other assignments as requested by the President or other corporate leadership
- Participates in the development and implementation of short-term and long-term strategic planning for the association
- Appropriate management of budgetary funds within areas of authority
- Represents the association in the human resources community

### **Qualifications:**

- Must be a SHRM and Dallas HR member
- Professional certification is preferred (such as, PHR, SPHR, GPHR, CCP, CEBS, JD).

### **Expectations:**

- Adhere to DHRMA Bylaws and Code of Ethics
- Attendance at Dallas HR Board of Directors meetings
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Attendance at all monthly association meetings and events
- Attendance at National Legislative Conference in Washington, D.C.
- Attendance at State Legislature when possible and when the legislature is in session.

**Note: All final contract negotiations shall be reviewed and signed by the Executive Director.**



## **MEMBER ENGAGEMENT DIRECTOR**

### **Position Summary:**

The Member Engagement Director is appointed to serve a one-year term. This position serves as a member of the Dallas HR Board of Directors. The Member Engagement Director provides leadership to the association consistent with Bylaws. The Member Engagement Director will assure the activities and initiatives of the chapter are focused on engaging and retaining chapter members in partnership with the Member Relations and Technology Manager (MRTM).

**Reports To:** The President of Dallas HR

### **Responsibilities:**

#### **Member Relations**

- Identifies and pursues sources for new members
- Identifies and pursues resources, programs, processes to retain members
- Identifies possible programs and/or partnerships that will benefit Dallas HR members
- Identifies value proposition for the recruitment and retention
- **New Member Orientation**
  - Obtain list of new members each month from the Member Relations & Technology Manager
  - Ensure each new member is contacted by a committee member and invited to New Member Orientation
  - Report number of RSVP's back to Member Relations & Technology Manager
  - Participate in New Member Orientation
- **New Member Referral Program**
  - Secure a referral drawing prize for presentation at each Monthly Meeting
  - Ensure that a committee member will be present at the Monthly Meeting, to present drawing winner and referrers at podium
  - Update Power Point slide for the Monthly Meeting slideshow with all referrals including recognition of the drawing winner *and* the donation and donator's information
  - Mail gift cards in DHR logo note cards with personalized message to all referrers
  - On-going member needs assessment (weekly phone calls, emails or face-to-face interaction with members)

#### **Member Events**

- Plans prospective member events in conjunction with committee members and staff
- Identifies social and networking events and/or partnerships that will benefit Dallas HR members and attract potential new members

#### **Member Survey (bi-annual)**

- Establishes the timeline for membership survey
- Determines format and content for membership survey
- Reports and distributes specific results to appropriate leadership

#### **Executive HR Relations**

- Promotes, coordinates and facilitates the Executive HR Relations programs
- Works with a committee of executive HR professionals to determine programming specific to the needs of their level of responsibility

- Works with the e-Link Committee Chair to coordinate this program exclusively for the executive level HR professional

**Ambassadors**

- Solicit, train and facilitate communication between volunteers to serve as goodwill representatives and table hosts to welcome new members at scheduled monthly meetings.

Appoints chairs if needed, as appropriate, with Presidents final approval

Prepares monthly reports for the Dallas HR leadership relative to statistics and services

Supports the activities of chairs and committee members

Completes other assignments as requested by the President or other corporate leadership

Participates in the development and implementation of short-term and long-term strategic planning for the association

Appropriate management of budgetary funds within areas of authority

Represents the association in the human resources community

**Qualifications:** Must be a SHRM and Dallas HR member

**Expectations:**

- Adhere to DHRMA Bylaws and Code of Ethics
- Attendance at Dallas HR Board of Directors
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Attendance at all monthly association meetings and events
- Attendance at new member orientation
- Attendance at ambassador training

**Note: All final contract negotiations shall be reviewed and signed by the Executive Director.**



## **PROFESSIONAL EMPHASIS GROUPS DIRECTOR(S)**

### **Position Summary:**

The Professional Emphasis Groups (PEG) Director(s) is appointed to serve a one-year term. This position serves as a member of the Dallas HR Board of Directors. This position oversees all Professional Emphasis Groups (PEG).

**Reports to:** The President of Dallas HR

### **Responsibilities:**

#### **Professional Emphasis Groups (PEG's)**

- Identify Leaders for each PEG (Groups subject to change based upon interest level)
  - Banking/Financial Services
  - Independent Consultants (See website for PEG membership criteria and fees).
  - Benefits HR Professionals
  - Recruiting
  - Compensation PEG
  - Hospitality
  - HR Generalist/Manager
  - Immigration
  - Call Center
  - Transportation
- Organizes new PEG's as appropriate in response to Dallas HR member interest – obtaining Leaders and helping promote the PEG to attract participants.
- Supports leaders to plan and publicize PEG events, as appropriate.
- Tracks PEG activity reports monthly and reports to Dallas HR Board.
- Acts as a liaison between the Board of Directors and the PEG Leaders
- Ensures consistent delivery of all professional emphasis groups
- Completes other assignments as requested by the President or other corporate leadership
- Participates in the development and implementation of short-term and long-term strategic planning for the association
- Appropriate management of budgetary funds within areas of authority
- Represents the association in the human resources community

### **Qualifications:**

- Must be a member of Dallas HR and SHRM
- Professional certification is preferred (such as, PHR, SPHR, GPHR, CCP, CEBS, JD).

### **Expectations:**

- Adhere to DHRMA Bylaws and Code of Ethics
- Attendance at Dallas HR Board of Directors
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Attendance at all monthly membership meetings and events

**Note: All final contract negotiations shall be reviewed and signed by the Executive Director.**



## **PROFESSIONAL HR SERVICES DIRECTOR**

### **Position Summary:**

The Professional HR Services Director is appointed to serve a one-year term. This position serves as a member of the Dallas HR Board of Directors.

**Reports to:** The President of Dallas HR

### **Committees Reporting to Professional Development Director:**

Study Group, JobLink/e-Link/DLink (JobLink), Salary Survey

### **Responsibilities:**

- **Study Groups**
  - In conjunction with staff, plans and arranges for speakers/materials at study group sessions
  - Promotes certification study groups and the benefits of certification
  - Ensures publication of changes in recertification requirements, exam policies, cost of exam, exam dates, etc.
  - Plans and arranges yearly reception for certified professionals within the association
- **JobLink/e-Link/D-Link Programs**
  - Promotes, coordinates and facilitates the JobLink networking program
  - Coordinates JobLink Yahoo group
  - Promotes JobLink web listing service
- **Salary Survey, (in conjunction with Executive Director)**
  - Creates RFP for distribution to potential survey vendors, when needed
  - In conjunction with survey vendor, committee determines survey contents
  - Ensures provider compliance with contract and expectations
  - Coordinate with vendor on participation, communications and marketing
- Coordinates with President to appoints chairs as necessary
- Supports the activities of chairs and committee members
- Acts as a liaison between the Board of Directors and the Committee Chairs
- Ensures consistent delivery of all professional HR services and programs
- Coordinates and selects winner of Dallas HR Jim Wilkins Scholarship with final approval of President
- Completes other assignments as requested by the President or other corporate leadership
- Participates in the development and implementation of short-term and long-term strategic planning for the association
- Appropriate management of budgetary funds within areas of authority
- Represents the association in the human resources community

### **Qualifications:**

- Must be a member of Dallas HR and SHRM
- Professional certification is preferred (such as, PHR, SPHR, GPHR, CCP, CEBS, JD).

### **Expectations:**

- Adhere to DHRMA Bylaws and Code of Ethics
- Attendance at Dallas HR Board of Directors meetings
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Attendance at all monthly membership meetings and events

**Note: All final contract negotiations shall be reviewed and signed by the Executive Director.**



## **STUDENT SERVICES DIRECTOR Dallas HR and HR SOUTHWEST**

### **Position Summary:**

The Student Services Director is appointed by the Conference Director & President of Dallas HR to serve a one-year term. The Student Services Director's responsibility is to market the Conference to prospective student attendees, solicit student sponsorships, coordinate, publicize and choose the winners of the HR SOUTHWEST Jim Wilkins Excellence in Education Scholarships, conduct the student orientation and oversee the winners of the scholarships on-site at the Conference. Dallas HR responsibilities include overseeing and promoting all student activities for the association. The student program includes internship opportunities, an annual scholarship, job shadowing, and support to the on-campus SHRM chapters.

**Reports to:** President of Dallas HR and HR SOUTHWEST Conference Director  
Works closely with the HR SOUTHWEST and Dallas HR Staff

### **Expected Attendance:**

- Required to attend the HR SOUTHWEST Conference
- Attends HR SOUTHWEST Board Meetings
- Attends Dallas HR board meetings
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Attends various Dallas HR monthly meetings to promote Student Sponsorships
- Attends HR Games

### **Specific Responsibilities:**

#### **DALLAS HR**

- Functions as liaison to SHRM student chapters, provides guidance, counsel, job shadowing, etc.
- Promotes SHRM Ground Hog Job Shadow Day
- Invites students to association meetings and programs
- Participates in Student Career Day activities when requested by SHRM student chapters
- Oversees the internship program by sending requests for local HR professionals/members requesting internship postings; forwards to members of local student chapters or faculty members
- Coordinates and selects winners of the Drew Young Scholarship; with final approval of President of Dallas HR

### **General Responsibilities:**

- Responsible for producing monthly board report for distribution to President-Elect on a timely basis
- Update and document procedures relative to specific area of responsibilities
- Appropriate management of budgetary funds within areas of authority
- Represents the organization in the human resources community

#### **HR SOUTHWEST**

- Submits article to SHRM Student Coordinator for publication in Echoes
- Contacts SHRM student chapters requesting student attendance

- Develops and implements marketing program to secure student sponsorships from corporations/DHR members/SHRM chapters
- Develops communications promoting student attendance/sponsorships to be sent to advisors, SHRM Student Chapters
- Distributes student registration forms to advisors and SHRM student chapter presidents
- Writes article for Horizon publication regarding student sponsorships and student activities offered
- Assigns/matches registered students with sponsors
- Contacts university advisors and students in appropriate area SHRM State Chapters for scholarship recommendations
- Selects four scholarship winners
- Coordinates attendance of winners during opening ceremonies of Conference
- Develops welcome/confirmation letter to students; sends information prior to registration
- Keeps accurate records of student registrants/has registration forms on-site for reference
- Conducts on-site orientation session for students
- Attends student leadership conference planning meeting held on-site
- Promotes student attendance of Conference at HR Games Leadership Conference
- Coordinates with Conference Director Elect regarding promotion of Educator of Year nominations (at HR Games)
- Post Conference: Develops and sends thank-you letters to student sponsors and advisors

**General Responsibilities:**

- Notifies HRSW Staff of all signage needs and photos of scholarship recipients, including names of winners, schools, etc.
- Communicates all on-site spec requirements to HRSW Staff
- Responsible for producing monthly board report for distribution to Conference Director Elect
- Communicates hotel arrangements needed for scholarship winners to HRSW Staff
- Participates in HRSW attendee bag stuffing party and orientation tour
- HRSW Post Conference: reviews related invoices for accuracy
- Update and document procedures relative to specific area of responsibilities
- Appropriate management of budgetary funds within areas of authority
- Represents the organization in the human resources community

**Requirements:**

- Adhere to DHRMA Bylaws and Code of Ethics
- Must be a member Dallas HR and SHRM
- Must have served as an HR SOUTHWEST director or committee member preferably the previous year
- Must be actively engaged in the profession

**Note: All contracts are negotiated by staff and signed by Executive Director.**



## **WORKFORCE READINESS DIRECTOR**

### **Position Summary:**

The Workforce Readiness Director is appointed to serve a one-year term. This position serves as a member of the Dallas HR Board of Directors. The director monitors and evaluates, on a continuing basis, state and local activities concerning workforce readiness issues and plans and encourages chapter involvement and activities impacting the workforce readiness arena.

**Reports to:** The President of Dallas HR

### **Responsibilities:**

- Serves as advocate for workforce readiness
- Coordinates programs and chapter activities in support of workforce readiness
- Identifies and evaluates issues which impact workforce readiness and develop goals for chapter
- Serves as a resource to the chapter leadership on workforce readiness issues
- Develops and supports educational events which address workforce readiness initiatives and issues
- Completes other assignments as requested by the President or other corporate leadership
- Participates in the development and implementation of short-term and long-term strategic planning for the association
- Appropriate management of the budgetary funds within areas of authority
- Represents the association in the human resources community

### **Qualifications:**

- Must be a SHRM and Dallas HR Member
- Professional certification is preferred (such as, PHR, SPHR, GPHR, CCP, CEBS, JD)

### **Expectations:**

- Adhere to DHRMA Bylaws and Code of Ethics
- Attendance at Dallas HR Board Of Directors meetings
- Attends Dallas HR/HR Southwest leadership orientation
- Attendance at all monthly association meetings and events

**Note: All final contract negotiations shall be reviewed and signed by the Executive Director.**



## **SPECIAL ADVISOR(s)**

### **Position Summary:**

The Special Advisor[s] is appointed, as needed, to serve a one-year term. This position provides advice and consultation to the President and Board of Directors of Dallas HR.

**This position serves as a non-voting member of the Dallas HR Board of Directors.**

**Reports To:** The President of Dallas HR

### **Responsibilities:**

- Provides advice and consultation to President and Board of Directors as needed
- Attends ancillary meetings upon request of the President
- Participates on committees as needed
- Completes other assignments as requested by the President or other corporate leadership
- Participates in the development and implementation of short-term and long-term strategic planning for the association
- Appropriate management of budgetary funds within areas of authority
- Represents the association in the human resources community

### **Qualifications:**

- Must be a member of Dallas HR and SHRM

### **Expectations:**

- Adhere to DHRMA Bylaws and Code of Ethics
- Attendance at Dallas HR Board of Directors meetings
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Attendance at all monthly membership meetings and events

**Note: All final contract negotiations shall be reviewed and signed by the Executive Director.**



## **AMBASSADOR CHAIR**

### **Position Summary:**

Ambassador Chair is appointed, as necessary, to serve a one-year term. The Ambassador will oversee and manage the Ambassador program and Ambassadors at the monthly luncheons and other events as needed.

**Reports To:** Member Engagement Director

### **Responsibilities:**

- Solicit, train and facilitate communication between volunteers to serve as goodwill representatives and table hosts to welcome new members at scheduled monthly meetings.
- Appropriate management of budgetary funds within areas of authority
- Represents the association in the human resources community
- Completes other assignments as requested by the Member Engagement Director or other corporate leadership

### **Qualifications:**

- Must be a Dallas HR Member
- Professional certification is preferred (such as, PHR, SPHR, GPHR, CCP, CEBS, JD)

### **Expectations:**

- Adhere to DHRMA Bylaws and Code of Ethics
- Attendance at Member Engagement Committee meetings
- Attendance at the Dallas HR Board of Directors orientation and mid-year review meetings and other board meetings as requested
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Attendance at all monthly membership meetings

**Note: All final contract negotiations shall be reviewed and signed by the Executive Director.**



## **DIVERSITY COMMUNITY OUTREACH CHAIR**

### **Position Summary:**

The Diversity Committee Community Outreach Chair is appointed, as necessary, to serve a one-year term. The Chair will be tasked with promoting the idea of diversity and inclusion and the activities of the Diversity Committee within the membership and in the local community.

**Reports To:** Diversity Committee Director

### **Responsibilities:**

- Identifies organizations within the larger Dallas community who currently promote diversity and inclusion to partner with for sharing best practices
- Identifies opportunities for strong partnerships/relationships to support the Diversity Committee's mission
- Represent the Diversity Committee at community events to promote Diversity Committee programs and initiatives
- Promote within the community the various programs that are developed by the Diversity Committee
- Publicizes examples of successful diversity efforts
- Provides information and articles for the Dallas HR newsletter
- Provides content updates to Dallas HR staff for publication on the Diversity webpage
- Appropriate management of budgetary funds within areas of authority
- Completes other assignments as requested by the Diversity Committee Director or other corporate leadership

### **Qualifications:**

- Must be a Dallas HR Member
- Professional certification is preferred (such as, PHR, SPHR, GPHR, CCP, CEBS, JD)

### **Expectations:**

- Adhere to DHRMA Bylaws and Code of Ethics
- Attendance at Diversity Committee meetings
- Attendance at the Dallas HR Board of Directors orientation and mid-year review meetings and other board meetings as requested
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Attendance at all monthly membership meetings

**Note: All final contract negotiations shall be reviewed and signed by the Executive Director.**



## **DIVERSITY CONFERENCE CHAIR**

### **Position Summary:**

The Diversity Conference Chair is appointed, as necessary, to serve a one-year term. The Chair will oversee the coordination of the Committee's annual conference.

**Reports To:** Diversity Committee Director

### **Responsibilities:**

- Work with the Diversity Committee to select speakers and topics appropriate for the Conference
- Ensure speaker bio information and program outline are provided to Director of Education for certification approval
- Conference committee will coordinate with speakers to collect presentation materials, including handouts and slide show
- Coordinate committee on site responsibilities for Conference day
- Appropriate management of budgetary funds within areas of authority
- Represents the association in the human resources community
- Completes other assignments as requested by the Diversity Committee Director or other corporate leadership

### **Qualifications:**

- Must be a Dallas HR Member
- Professional certification is preferred (such as, PHR, SPHR, GPHR, CCP, CEBS, JD)

### **Expectations:**

- Adhere to DHRMA Bylaws and Code of Ethics
- Attendance at Diversity Committee meetings
- Attendance at the Dallas HR Board of Directors orientation and mid-year review meetings and other board meetings as requested
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Attendance at all monthly membership meetings
- Attendance at DHRMA Strategic Planning Review Meetings (Good to Great)

**Note: All final contract negotiations shall be reviewed and signed by the Executive Director.**



## **DIVERSITY EDUCATION CHAIR**

### **Position Summary:**

The Diversity Education Chair is appointed, as necessary, to serve a one-year term. The Chair will develop and implement educational opportunities to promote the concept of diversity and inclusion. These opportunities may be, but are not limited to, workshops, webinars, blogs and articles.

**Reports To:** Diversity Committee Director

### **Responsibilities:**

- Identifies and recommends educational opportunities based on membership survey outcomes and knowledge of the diversity/inclusion field and the local climate
- Works with Diversity Committee and Educational Director to create, implement and promote educational opportunities on the topics of diversity and inclusion
- Appropriate management of budgetary funds within areas of authority
- Represents the association in the human resources community
- Completes other assignments as requested by the Diversity Committee Director or other corporate leadership

### **Qualifications:**

- Must be a of Dallas HR Member
- Professional certification is preferred (such as, PHR, SPHR, GPHR, CCP, CEBS, JD)

### **Expectations:**

- Adhere to DHRMA Bylaws and Code of Ethics
- Attendance at Diversity Committee meetings
- Attendance at the Dallas HR Board of Directors orientation and mid-year review meetings and other board meetings as requested
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Attendance at all monthly membership meetings

**Note: All final contract negotiations shall be reviewed and signed by the Executive Director.**



## **EMPLOYMENT LAW CONFERENCE CHAIR**

### **Position Summary:**

The Employment Law Conference Chair is appointed, as necessary, to serve a one-year term. The Chair will oversee the coordination of the Employment Law annual conference.

**Reports To:** Governmental Affairs Director

### **Responsibilities:**

- Coordinate and present an annual legislative and legal update conference on issues that impact the HR profession to be held in conjunction with a monthly chapter meeting to include:
  - Work with the Government Affairs Committee to select speakers and topics
  - Ensure speaker bio information and program outline are provided to Director of Education for certification approval
  - Conference committee will coordinate with speakers to collect presentation materials, including handouts and slide show
  - Coordinate committee on site responsibilities for Conference day
- Appropriate management of budgetary funds within areas of authority
- Represents the association in the human resources community
- Completes other assignments as requested by the Government Affairs Director or other corporate leadership

### **Qualifications:**

- Must be a SHRM and Dallas HR Member
- Professional certification is preferred (such as, PHR, SPHR, GPHR, CCP, CEBS, JD)

### **Expectations:**

- Adhere to the DHRMA Bylaws and Code of Ethics
- Attendance at Government Affairs Committee meetings
- Attendance at the Dallas HR Board of Directors orientation and mid-year review meetings and other board meetings as requested
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Attendance at all monthly membership meetings

**Note: All final contract negotiations shall be reviewed and signed by the Executive Director.**



## **EXECUTIVE HR RELATIONS CHAIR**

### **Position Summary:**

The Executive HR Relations Chair is appointed to serve a one-year term. The Chair will oversee and promote activities for the association specifically designed to meet the needs of the executive level HR professional. This program is designed to provide an exclusive resource for the members responsible at an executive level within their organization.

**Reports To:** Member Engagement Director

### **Responsibilities:**

- Promotes, coordinates and facilitates the Executive HR Relations programs
- Works with a committee of executive HR professionals to determine resources specific to the needs of their level of responsibility
- Works with the e-Link Committee Chair to coordinate this program exclusively for the executive level HR professional
- Appropriate management of budgetary funds within areas of authority
- Represents the association in the human resources community
- Completes other assignments as requested by the Member Engagement Director or other corporate leadership

### **Qualifications:**

- Must be a SHRM and Dallas HR Member
- Professional certification is preferred (such as, PHR, SPHR, GPHR, CCP, CEBS, JD).

### **Expectations:**

- Adhere to DHRMA Bylaws and Code of Ethics
- Attendance at Membership Engagement Committee meetings
- Attendance at the Dallas HR Board of Directors orientation and mid-year review meetings and other board meetings as requested
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Attendance at all monthly membership meetings

**Note: All final contract negotiations shall be reviewed and signed by the Executive Director.**



## **JOBLINK/e-LINK/DLINK CHAIR(S)**

### **Position Summary:**

The JobLink/e-Link/DLink ("JobLink") Chair(s) is appointed to serve a one-year term. The Chair will oversee and promote JobLink activities for the association. The JobLink program provides a complete resource for the unemployed human resources professional including networking meetings, job listings and resume posting.

**Reports To:** Professional HR Services Director

### **Responsibilities:**

- Promotes, coordinates and facilitates the Job Link Networking programs
- Coordinates JobLink Yahoo Groups
- Promotes JobLink web listing services
- Appropriate management of budgetary funds within areas of authority
- Represents the association in the human resources community
- Completes other assignments as requested by the Professional HR Services Director or other corporate leadership

### **Qualifications:**

- Must be a Dallas HR Member
- Professional certification is preferred (such as, PHR, SPHR, GPHR, CCP, CEBS, JD)

### **Expectations:**

- Adhere to DHRMA Bylaws and Code of Ethics
- Attendance at Professional HR Services Committee meetings
- Attendance at all Job Link meetings
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Attendance at the Dallas HR Board of Directors board meetings as requested
- Attendance at all monthly membership meetings

**Note: All final contract negotiations shall be reviewed and signed by the Executive Director.**



## **MEMBER EVENTS CHAIR**

### **Position Summary:**

The Member Events Committee Chair is appointed, as necessary, to serve a one-year term. The Chair will develop and implement social and networking events in cooperation with the Dallas HR leadership.

**Reports To:** Member Engagement Director

### **Responsibilities:**

- Plans prospective member events in conjunction with committee members and staff
- Identifies social and networking events and/or partnerships that will benefit Dallas HR members and attract potential new members
- Prepares monthly reports relating to events (locations, attendance, schedule)
- Appropriate management of budgetary funds within areas of authority
- Represents the association in the human resources community
- Completes other assignments as requested by the Member Engagement Director or other corporate leadership

### **Qualifications:**

- Must be a Dallas HR Member
- Professional certification is preferred (such as, PHR, SPHR, GPHR, CCP, CEBS, JD)

### **Expectations:**

- Adhere to DHRMA Bylaws and Code of Ethics
- Attendance at Member Engagement Committee meetings
- Attendance at the Dallas HR Board of Directors orientation and mid-year review meetings and other board meetings as requested
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Attendance at all monthly membership meetings

**Note: All final contract negotiations shall be reviewed and signed by the Executive Director.**



## **MEMBER RELATIONS CHAIR(S)**

### **Position Summary:**

The Member Relations Committee Chair(s) is appointed, as necessary to serve a one-year term. The Chair will develop and implement effective programs to support member development, retention, and services in cooperation with the Dallas HR leadership. The Member Relations Committee Chair is responsible for identifying and pursuing new sources for prospective members and increasing the number of members on an annual basis.

**Reports To:** Member Engagement Director

### **Responsibilities:**

- Identifies and pursues sources for new members
- Identifies and pursues resources, programs, processes to retain members
- Identifies possible programs and/or partnerships that will benefit Dallas HR members
- Identifies value proposition for the recruitment and retention
  
- **New Member Orientation**
  - Obtain list of new members each month from the Member Relations & Technology Manager
  - Ensure each new member is contacted by a committee member and invited to New Member Orientation
  - Report number of RSVP's back to Member Relations & Technology Manager
  - Participate in New Member Orientation
  
- **New Member Referral Program**
  - Secure a referral drawing prize for presentation at each Monthly Meeting
  - Ensure that a committee member will be present at the Monthly Meeting, to present drawing winner and referrers at podium
  - Update Power Point slide for the Monthly Meeting slideshow with all referrals including recognition of the drawing winner *and* the donation and donator's information
  - Mail gift cards in DHR logo note cards with personalized message to all referrers
  
- On-going member needs assessment (weekly phone calls, emails or face-to-face interaction with members)
- Appropriate management of budgetary funds within areas of authority
- Represents the association in the human resources community
- Completes other assignments as requested by the Member Engagement Director or other corporate leadership

### **Qualifications:**

- Must be a Dallas HR Member
- Professional certification is preferred (such as, PHR, SPHR, GPHR, CCP, CEBS, JD)

### **Expectations:**

- Adhere to DHRMA Bylaws and Code of Ethics
- Attendance at Member Engagement Committee meetings
- Attendance at the Dallas HR Board of Directors orientation and mid-year review meetings and other board meetings as requested
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Attendance at all monthly membership meetings
- Attendance at DHRMA Strategic Planning Review Meetings (Good to Great)

**Note: All final contract negotiations shall be reviewed and signed by the Executive Director.**



## **SALARY SURVEY COMMITTEE CHAIR**

### **Position Summary:**

The Salary Survey Committee Chair is appointed, as necessary, to serve a one-year term. The Chair will research, develop and market the salary survey for the chapter. The survey is conducted annually, and includes the greater Dallas-Fort Worth metropolitan areas. This report provides timely, accurate, quality information on pay and benefits within the region.

**Reports To:** Professional HR Services Director

### **Responsibilities:**

- Creates RFP for distribution to potential survey vendors, when needed
- In conjunction with survey vendor, committee determines survey contents
- Ensures provider compliance with contract and expectations
- Coordinate with vendor on participation, communications and marketing
- Reports monthly on progress of the committee to the Professional HR Services Director
- Works with other non-profits to market the survey to other audiences
- Appropriate management of budgetary funds within areas of authority
- Represents the association in the human resources community
- Completes other assignments as requested by the Professional Development Director or other corporate leadership

### **Qualifications:**

- Must be a Dallas HR Member
- Professional certification is preferred (such as, PHR, SPHR, GPHR, CCP, CEBS, JD)

### **Expectations:**

- Adhere to DHRMA Bylaws and Code of Ethics
- Attendance at Professional HR Services Committee meetings
- Attendance at the Dallas HR Board of Directors board meetings as requested
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Attendance at all monthly membership meetings

**Note: All final contract negotiations shall be reviewed and signed by the Executive Director.**



## SHRM FOUNDATION CHAIR

### **Position Summary:**

The SHRM Foundation Chair is appointed, as necessary, to serve a one-year term. This position is responsible for planning and managing the SHRM Foundation fundraiser (silent auction) and promoting the SHRM Foundation to membership

**Reports to:** President-Elect

### **Responsibilities:**

- Acts as SHRM Foundation chair and conducts chapter/SHRM Foundation fundraiser [Silent Auction]; coordinates with the Business Development and Exhibits Director regarding the event
- Promotes the SHRM Foundation at association meetings and/or in association newsletter
- Completes other assignments as requested by the President-Elect or other corporate leadership.
- Ensures donations are sent to SHRM Foundation in honor of speaker and coordinates all donations with the Executive Director
- Appropriate management of budgetary funds within areas of authority
- Represents the association in the human resources community

### **Qualifications:**

- Must be a Dallas HR Member
- Professional certification is preferred (such as, PHR, SPHR, GPHR, CCP, CEBS, JD)

### **Expectations:**

- Adhere to DHRMA Bylaws and Code of Ethics
- Attendance at the Dallas HR Board of Directors board meetings as requested
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Attendance at all monthly membership meetings

**Note: All final contract negotiations shall be reviewed and signed by the Executive Director.**



## STUDY GROUP CHAIR

### **Position Summary:**

The Study Group Chair is appointed, as necessary, to serve a one-year term. The Chair will oversee and promote the study groups. The study group program offers at least bi-annual classroom sessions with certified instructors and utilizes the SHRM Learning Center.

### **Reports To:**

- Professional HR Services Director

### **Responsibilities:**

- In conjunction with staff, plans and arranges for speakers/materials at study group sessions
- Promotes certification study group and the benefits of certification/recertification
- Ensures publication of changes in recertification requirements, exam policies, cost of exam, exam dates, etc
- Plans and arranges yearly reception for Certified Professionals within the association
- Appropriate management of budgetary funds within areas of authority
- Represents the association in the human resources community
- Completes other assignments as requested by the Professional Development Director or other corporate leadership

### **Qualifications:**

- Must be a Dallas HR Member
- Professional certification is preferred (such as, PHR, SPHR, GPHR, CCP, CEBS, JD)

### **Expectations:**

- Adhere to DHRMA Bylaws and Code of Ethics
- Attendance at Professional HR Services Committee meetings
- Attendance at the Dallas HR Board of Directors board meetings as requested
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Attendance at all monthly membership meetings

**Note: All final contract negotiations shall be reviewed and signed by the Executive Director.**