



Dallas Human Resource Management Association, Inc.

Corporate Executive Committee

Executive Committee Position Summary:

The Executive Committee ("EC") shall be responsible for the oversight of the management and business affairs of the Corporation. In conjunction with the volunteer leadership and staff, the EC is also responsible for oversight of the activities of both divisions' leadership teams.

The Executive Committee is comprised of the Dallas HR President and President-Elect, the HR SOUTHWEST Conference Director and Conference Director-Elect and the Executive Director. The Executive Director serves as Chair of the EC.

Reports to:

The Board of Trustees ("BOT") of DHRMA and its constituents (including membership of Dallas HR, HR SOUTHWEST attendees and all other customers of the Corporation).

Responsibilities:

The Executive Committee is responsible for:

- Oversee the development of the annual budget and ensure that proper financial controls are in place. Review, revise and recommend for approval.
- Strengthen the Corporation's programs and services; to determine which programs are the most consistent with the Corporation's mission; and to monitor their effectiveness.
- Recruit and train new volunteer leadership members and assess team performance for both departments.
- Ensure the Executive Director has the professional support he or she needs to further the goals of the organization
- Partner with the Board of Trustees in conducting at least an annual assessment of the Executive Director's performance
- Complying with all known existing legal, regulatory and financial reporting requirements as well as Corporate Bylaws and established guidelines
- Long term Contracts (more than one year) – Review, revise and recommend for approval
- Employee Benefit Programs – Review, revise and recommend for approval
- Executive Director ("ED") staffing (to include hiring, termination, merit increases, bonus plan design/approval and performance appraisals) - Provide input to BOT
- Staffing other than ED (to include hiring, termination, reviews, bonus plan design/approval, changes in job descriptions and performance appraisals of current staff positions) – Provide input on decision and participate in annual reviews
- Addition of new staff position and preparation of job description – Review, revise and recommend for approval
- Changes to financial processes and procedures – Review, revise and recommend for approval

- Employee Handbook Changes with a financial impact – Review, revise and recommend for approval
- Other recommendations to enhance the services of Dallas HR and/or HR SOUTHWEST
- Develop and approve job descriptions for all newly appointed staff and volunteer positions

Qualifications of Volunteer Leadership:

- Must be a member of SHRM and Dallas HR
- Previously served a minimum of three years in a leadership position with the Corporation
- 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 of all:

- Attendance at Board of Trustee meetings (President and Conference Director Only)
- Attendance at Executive Committee meetings
- Attendance at Dallas HR/HR SOUTHWEST leadership orientation
- Attendance at SHRM National Conference (President and Conference Director Elect)
- Attendance at SHRM Leadership Conference (President Elect and Conference Director Elect)
- Attendance at Texas State Council Meetings

Additional Expectations for Dallas HR Positions:

- Attendance at Association meetings and events (monthly Board meetings, monthly membership meetings, special programs, social events, etc.)
- Attendance at the HR SOUTHWEST Conference
- Recommended periodic attendance at HR SOUTHWEST board meetings

Expectations for HR SOUTHWEST Positions:

- Required to attend the HR SOUTHWEST Conference
- Attendance at HR SOUTHWEST Board meetings
- Recommend periodic attendance at Dallas HR Board meetings

Requirements per Bylaws:

Must exercise duty of care by:

- Attending quarterly meetings
- Making informed decisions
- Carrying out duties in a reasonable and responsible manner
- Supporting majority decisions of Executive Committee
- Leading by example

Must confirm to the Bylaws Conflict of Interest:

Leadership must disclose all material facts and relationships and refrain from voting on any matter when there is a potential for conflict of interest. This accountability to the Organization includes:

- Loyalty to any other interest group(s), boards or staffs
- Personal interest or private business of any Trustee