

Leadership Interest Meeting

10/24/18



Upcoming Events

HR Jeopardy Game Night (11/1) @ Location TBD

Rescheduled Tri Cities Cleanup (11/3) @ Lake Ray Hubbard (members can offer to carpool from UTD)

Chapter Meeting 3 with Guest Speakers (11/7) @ UG Lounge

Study Session #3 @ TBD JSOM Classroom

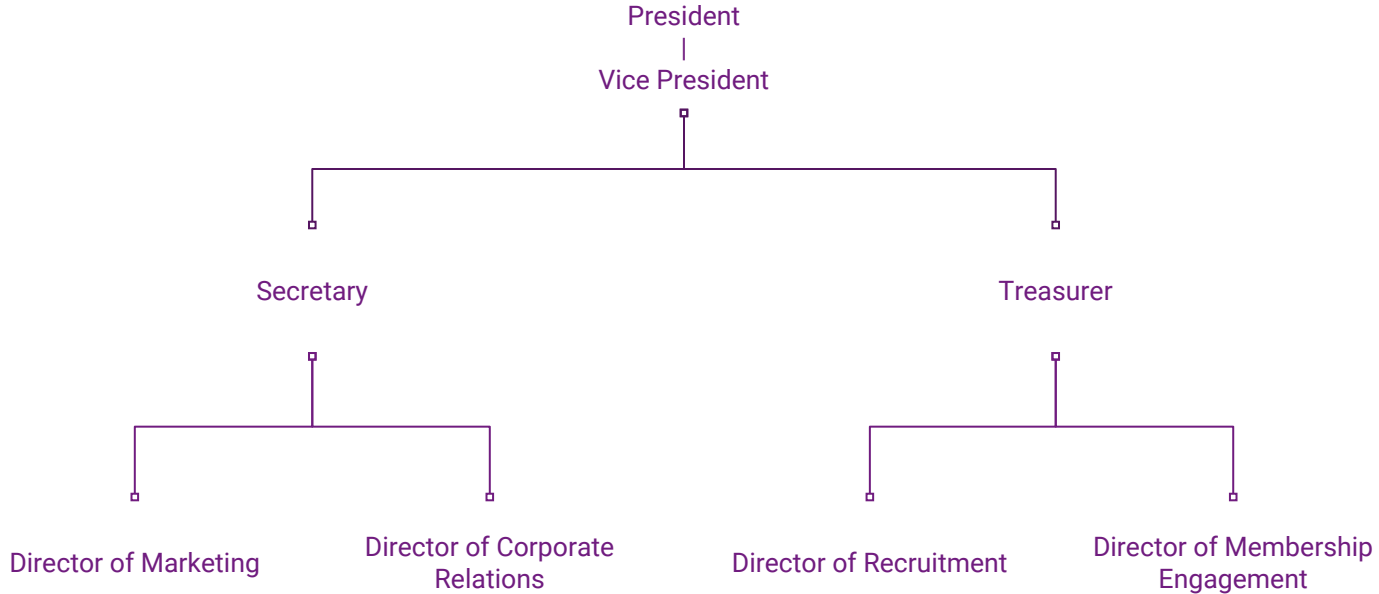
End-of-Semester Party (11/26) @ UG Lounge

Study Session #4 (12/5) @ TBD JSOM Classroom

Networking Opportunities Nov. 2 and 27 (see email)

Becoming an Officer

Hierarchy & Available Positions



AVAILABLE FOR NOMINATION

Secretary, Treasurer, Director of Marketing, Other

Treasurer

Shall maintain records for all active and graduating members of the Chapter as well as lead active recruitment to continue the growth and success of the organization.

- Create an operations budget for the semester, including the type(s) of activities the Chapter will take for fundraising, with projections for the academic year.
- Inform all officers of funds budgeted for Chapter activities prior to planning for the semester/year.
- Inform all officers of Chapter bank account balance at each leadership meeting and send a financial report to those on the leadership team.
- Serve as the Chapter ambassador for the Student Organization Center.
 - Attend monthly SOC meetings and report minutes at the following leadership meeting. If Treasurer cannot attend: Secretary or Executive Team, then any Director, then a member as a last measure.
- Complete all university required Fiscal Reports by the February deadline.
- Order membership t-shirts within 30 days of the start of the semester, and file a budget request form with the SOC.
- Order and/or purchase necessary supplies for each Chapter event.
 - If unable, ask another officer to do this, under the terms they will be reimbursed.
- Reimburse members for any personal funds used for SHRM purposes (only if receipts are submitted within 2 weeks of purchase).
- Coordinate and lead a minimum of one fundraising effort each semester.
- Write short summary of fundraising efforts for SHRM Student Award.

Secretary

Shall welcome new members and help retain existing members by assisting and mentoring students in ways that enrich their Chapter membership experience. Shall plan events for the Chapter, and partner with other SHRM student chapters.

- Take notes at leadership meetings and distribute via email to all leaders for reference.
- Circulate sign-in and sign-up sheets, and work in partnership with the Director of Membership Engagement to record attendance of members at all Chapter events.
- Make copies available of relevant announcements and any other materials for distribution at Chapter meetings.
- Update the SHRM at UTD Google calendar for all events.
- Monitor RSVPs by members.
- Reserve all necessary rooms or supplies through the Student Organization Center or appropriate JSOM staff member.

- Advise, track and record how Chapter activities fit SHRM Student Chapter Merit Award guidelines.
- Submit Student Chapter Roster Update Form to SHRM by October and March deadlines.
- Reregister the Chapter for annual subscriptions
- Maintain the Chapter closet and hold the key.
- Make nametags for HR professionals at each event.
- *Supervisory Responsibilities: Shall supervise the Director of Marketing and the Director of Corporate Relations, overseeing external Chapter components. The Treasurer is expected to check in with its supervisees bi-weekly.*

Director of Marketing

Shall maintain and grow the Chapter's corporate network in order to gain valuable knowledge and support from experienced HR professionals, as well as find networking, learning, hands-on-experience, internship, and job opportunities for our members. Shall contact and coordinate speakers for chapter meetings on various topics of interest to chapter members.

- Take photos at every event, or delegate the responsibility.
- Organize an officer photo day before or at the first Chapter meeting of each semester.
- Update Chapter bulletin board once a semester.
- Create and post promotional materials for each event at least two weeks in advance. Post online and/or around campus, on campus TVs.
- Promote Chapter and events through official SHRM social media accounts: Facebook, Instagram, and Twitter.
- Develop, maintain, and regularly update the Chapter OrgSync website, at least monthly.
- Develop, maintain, and regularly update the Chapter website, at least bi-weekly.
 - Post scholarships, jobs, and internship opportunities.
 - Post current events in HR, Chapter updates, and other resources as they become available.
- Ensure Affiliate of SHRM logo is displayed properly on website, banner, and all publications.
- Ensure the Chapter website includes: a link to shrm.org, to SHRM student Chapter membership, and to DallasHR student membership.
- Ensure Chapter website highlights benefits of the following: SHRM Foundation student scholarships, SHRM student-to-professional program, SHRM Learning Assurance Assessment, and SHRM Certified Professional.
- Partner with the Director of Recruitment to update Chapter promotional materials for the academic year (flyers, tri-fold, and website).

Commitment

All officers are expected to commit to one full semester

There will be one officer meeting every month

Officers should expect to commit two hours each week to their position

Officers are expected to attend 75% of all officer meetings and chapter events

Election Process

- 1) Nominations: Today
 - a) You can only nominate yourself or other members here at the meeting.
 - b) Email your nomination to Lindsey by 7 PM 10/25/18: Lindsey.Manley@utdallas.edu
 - i) *Your Name*
 - ii) *Name of Person Nominating (even if it's you)*
 - iii) *Position Nominating For*
 - (1) *Secretary*
 - (2) *Treasurer*
 - (3) *Marketing*
 - (4) *Other position if it is created*
- 2) Accept Nomination: Next Week (By Sunday)
- 3) Voting: Next Week (End)
- 4) Announcing New Leaders: First Week of November