

Student Chapter Director

Position Overview:

Provides leadership to the local student chapter. Responsible for advising the chapter effectively so that the needs of the student members are met. Performs other duties as required by the student chapter's bylaws.

Term:

The Student Chapter Director is elected to a three-year term.

Key Responsibilities:

- Attendance at Board and Chapter meetings is expected.
- Conduct the business in accordance with the student chapter by-laws.
- Advise student board members so that they effectively oversee the monthly student chapter meetings to ensure the accomplishment of chapter goals, objectives and strategies.
- Interact with local educational institutions' advisors to promote the student chapter.
- Assist student members to schedule speakers and develop agendas for monthly student chapter meetings.
- Oversee college outreach efforts and recruit new student members on an on-going basis.
- Conduct election for new student chapter officers and communicate results.
- Submit Student Chapter Information Form to the national office no later than September 30th to indicate eligibility to participate in the Student Chapter Merit Award Program.
- Provide advice and guidance to the Student Chapter Board to ensure that the Student Chapter Merit Award plan is completed annually.
- Work with Technology Director to maintain and update the SESHM website regarding Student Chapter activities.
- Participate in the development and implementation of short and long-term chapter goals.
- Represent the chapter in the Human Resources community.