

*Be the catalyst to empower the advancement of human resources.*

**Job Description**

**Position:** Workforce Readiness Director

**Position Summary:** Monitor and evaluate, on a continuing basis, local activities concerning workforce readiness. Encourage chapter involvement in activities impacting the workforce readiness arena. Present a report or update to the board and fellow chapter members. Work in cooperation with state-level workforce readiness advocates.

**Responsible To:**

* Members of the chapter
* Chapter president and board of directors
* State council workforce readiness director

**Essential Duties and Responsibilities:**

* Serve as advocate and program coordinator for workforce readiness chapter activities.
* Partner with local schools to share information. Contact local workforce readiness coordinators within the schools to discuss initiatives.
* Identify and evaluate issues that impact workforce readiness and develop goals for chapter workforce readiness strategy.
* Report on workforce readiness issues to chapter members and serve as advocate at chapter activities for education programs.
* Serve as a resource for chapter members on workforce readiness issues and provide leadership to the chapter on education issues.
* Monitor local activities concerning workforce readiness and provide timely information on education issues to the chapter president and state workforce readiness director.
* Work in close cooperation with state workforce readiness director.
* Develop and support workshops and seminars that address workforce readiness issues.
* Provide special recognition for chapter members and for local programs that promote betterment of the local workforce through educational process.
* Respond to any other requirements of the chapter president and state workforce readiness director.
* Participate in SHRM Workforce Readiness Core Leadership Area volunteer leader conference calls and webcasts.
* Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
* Represent the chapter in the human resource community.
* Attend all monthly membership and board of director’s meetings.

**Other Duties and Responsibilities:**

* Provide contacts and resources to help grow and develop the organization and its members.
* As an active Board member, submit agenda items for board and chapter meetings, ask critical questions, and assist with Board decisions that affect Chapter membership.
* Must be in “good standing” within the Chapter.
* Know or build knowledge about the Chapter and SHRM.
* Follow SHRM Code of Ethics.
* Stay informed of human resource trends and timely issues affecting the profession and organization.
* Assist with social media applications.
* Maintain confidentiality of chapter board issues and membership data.
* Maintain adequate records for use by successors and other board members.
* SHRM membership is strongly encouraged.

**Requirements:**

* Present a professional appearance and friendly manner
* Be dependable and punctual
* Willingness to participate and engage in chapter and community activities as a volunteer
* Be courteous and personable when dealing with the public
* Be self-directed, willing to take initiative, and detail-oriented
* Respect and maintain confidentiality of HRMN volunteers, partners, and donors
* Computer skills are desired, but not necessary

**Training & Resources:**

* Attend Volunteer Leadership Academy
* HRMN By-laws
* HRMN website <http://hrmn.shrm.org>
* Volunteer Leadership Resource Center website <http://community.shrm.org/vlrc/home>
* SHRM website <http://shrm.org>

**Time Commitment:**

* Once per month for board meeting (approximately 1.5 hours, typically 8:00 – 9:30 am)
* Once per month for membership meeting (approximately 1.5 hours)
* Communicate with community leaders and educators (approximately 1-2 hours each month)

**Benefits:**

* Volunteer opportunities
* Community involvement
* Apply, develop and improve leadership skills
* Build and improve your HR competencies
* Expand your professional network – locally, regionally and nationally
* Share your knowledge and learn from others
* Build relationships of trust
* Be a recognized catalyst for the HR profession
* Be recognized by external stakeholders for your HR expertise

Human Resource Management Network of Manhattan, KS, an affiliate of the Society for Human Resource Management, is located in the heart of the Flint Hills of eastern Kansas. Membership is composed of management and administrative level persons responsible for human resource related activities in the organizations. Our local chapter includes members from several local communities and surrounding counties. We are a local resource for networking, information, professional development, and continued support of excellence in Human Resources. For more information, visit [www.hrmn.shrm.org](http://www.hrmn.shrm.org).