



**ASHRM**

ANCHORAGE SOCIETY FOR HUMAN RESOURCE MANAGEMENT

# 2024 Board of Directors Manual

**ASHRM: Serving the Anchorage Community for 50 years**

Christopher St. John, President  
2024 Board of Directors



BETTER WORKPLACES  
BETTER WORLD™

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# Welcome to the Board of Directors

January 2024

Welcome to the Anchorage Society for Human Resource Management Board of Directors. This year, we are celebrating 50 years of serving the Anchorage HR community and 5 years serving the MatSu membership!

Congratulations on your election and for your decision to be part of the leadership of the chapter. This Resource Manual will provide you with an overview and history of the chapter programs and practices and the tools you need to make you a successful Board member.

This year we are returning to a hybrid programming schedule since the COVID-19 pandemic started in 2020. This hybrid schedule will allow us to have in-person programs every other month at the BP Energy Center, and the other half will continue online.

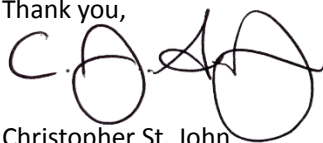
Along those lines, our Board Meetings will be moving towards a hybrid schedule as well – while I understand the convenience of remote board meetings, more frequent face-to-face time with each other will build a stronger board and maximize what we all get out of this experience.

Some of the benefits of joining ASHRM's Board of Directors include:

- Enhancing your leadership skills
- Networking with a great group of people
- Being able to set the direction of your chapter and contributing to its success
- Providing you with experience in a specific area
- Making long-lasting relationships

This resource proved to be valuable to me last year. I appreciate the time and effort that you have and will continue to dedicate to the chapter and look forward to working closely with you to continue to serve the professionals in your community as you advance the profession.

Thank you,



Christopher St. John

2024 ASHRM President

## ASHRM 2024: An Overview

ROLE	BOARD MEMBER	OPERATIONAL DUTIES (See yearly goals elsewhere)
<b>President</b>	Christopher St. John	Lead ASHRM to Platinum EXCEL Award for 2024 Represent ASHRM at State Council meetings
<b>President-Elect</b>	Mary M. Rydesky	Prepare for President role in 2024 in conjunction with President Coordinate 2024 Board elections and submit CLIF to SHRM
<b>Past President</b>	Patty Hickok	File 2024 EXCEL Award application
<b>Secretary</b>	Elene(Lee) Cole	Prepare monthly meeting packets, take minutes, and ensure minutes are approved at next meeting
<b>Treasurer</b>	Penny Mosher	Oversee chapter's financial operations; prepare monthly financial reports; submit annual taxes; process reimbursements
<b>Mat-Su MSA Director</b>	Erin Gregg	Lead efforts to establish communications and engagement with MatSu members; explore survey regarding Networking event; promote value of ASHRM affiliation
<b>Awards &amp; Recognition</b>	Carly Fielding	Lead efforts regarding award submissions including NHRMA Awards and SHRM Pinnacle. Coordinate recognitions such as Past-President, milestones, etc.
<b>Education &amp; Certification</b>	Carmen Goodwin	Lead certification preparation efforts to increase number of certified ASHRM members by conducting a Spring and Fall Certification Preparation classes
<b>Diversity</b>	Darrell Delacruz	Lead diversity, engagement and inclusion efforts for ASHRM. Prepare diversity moments presented at the monthly programs and promoted on social media, special diversity chapter programming and other training efforts as defined during the year
<b>Legislative/Government Affairs</b>	Selma Khan	Increase percentage of number of members in the A-Team. Develop initiatives to educate and engage members
<b>Membership</b>	Christine Brown	Lead efforts to increase membership in the chapter; conduct monthly audits; welcome new members; encourage timely renewals
<b>Programs</b>	May Main	Lead efforts to provide and coordinate monthly programs that are pre-approved for recertification credits towards SHRM and HRCI certifications
<b>Public Relations</b>	Nanette Martinez	Collaborate with all areas to prepare a social media calendar to ensure constant postings in Facebook and LinkedIn, monthly programs advertisement, certification prep courses, and special events and requests
<b>SHRM Foundation</b>	Anna Johnson	Lead fundraising efforts for the SHRM Foundation including the main Fall Networking and Silent Auction Event
<b>Workforce Readiness</b>	Kirsten Kordewick/Christopher St. John	Continue partnership with Anchorage School District Career READY program for the Spring and Fall semesters, in close collaboration and communication with ASD rep
<b>College Relations</b>	Mary M. Rydesky	Serve as liaison between the WBU Student Chapter and ASHRM Board of Directors, and identify continued efforts of support and collaboration
<b>Hospitality</b>	Stephanie Breidert/Leilani Inman	Lead efforts to create a welcoming environment for monthly program and special event attendees; prepare badges for events and assist with special projects as needed
<b>Business Partnerships</b>	Nicole Culbertson	Lead effort to increase additional sources of revenue for chapter in the form of Business Partnerships for the chapter's monthly programs and special events
<b>Senior Advisor (Appointment)</b>	Sheila Harbrige	Provide advice and support to chapter President as needed
<b>Webmaster (Appointment)</b>	Patty Hickok	Maintain website updated and assist other roles with changes as needed for their areas of responsibility

# What is ASHRM?

## History

The Anchorage Society for Human Resource Management (ASHRM) is the Anchorage chapter of the Society for Human Resource Management (SHRM) since 1974. We proudly serve over 500 members, including the addition of a Member Service Area since 2019, and support a local Student Chapter on the campus of the Wayland Baptist University.

ASHRM is a national award-winning chapter. It is one of a handful of chapters in the United States that have received SHRM's Pinnacle Award not once, but FIVE times for outstanding achievement in chapter development and contributions to the advancement of effective human resource management. The chapter and some of its members have also been recognized at the regional level by the Northwest HR Management Association (NHRMA) for successful programs and individual member contributions to the profession over the years.

## What Does ASHRM Do?

- ▲ Supports local membership via a variety of informative continuing education programs
- ▲ Provides certification preparation classes towards the SHRM Certification exam (previously towards HRCI)
- ▲ Holds monthly and special pre-approved programs for recertification credit with timely and relevant topics
- ▲ Supports the SHRM Foundation via fundraisers and distribution of program information
- ▲ Supports student chapter initiatives at Wayland Baptist University for all students in the ASHRM area
- ▲ Engages with the community through partnerships and collaborations
- ▲ Posts complimentary job postings for the HR community
- ▲ Recruits Advocacy Team (A Team) members and advocates on legislative affairs that affect HR
- ▲ Recognizes members for contributions to the profession

- ▲ Submits successful programs for local, regional and national recognitions
- ▲ Maintains a social media presence to advance and promote chapter achievements and events and community awareness
- ▲ Provides opportunities for local organizations to promote services to the membership via pre-determined sponsorship programs
- ▲ Provides networking opportunities for members and local HR professionals
- ▲ ...and more!

# What is SHRM?

The Society for Human Resource Management (SHRM) creates better workplaces where employers and employees thrive together. As the voice of all things work, workers and the workplace, SHRM is the foremost expert, convener and thought leader on issues impacting today's evolving workplaces. With 325,000+ HR and business executive members in 165+ countries, SHRM impacts the lives of more than 115 million workers and families globally. SHRM is profession focused, member driven, volunteer led and staff managed. The very structure of SHRM and the involvement of the volunteer leaders support this position.

SHRM-affiliated professional chapters represent an important link for the human resource profession by providing a two-way channel of communication between SHRM and individual members. In addition, these chapters provide:

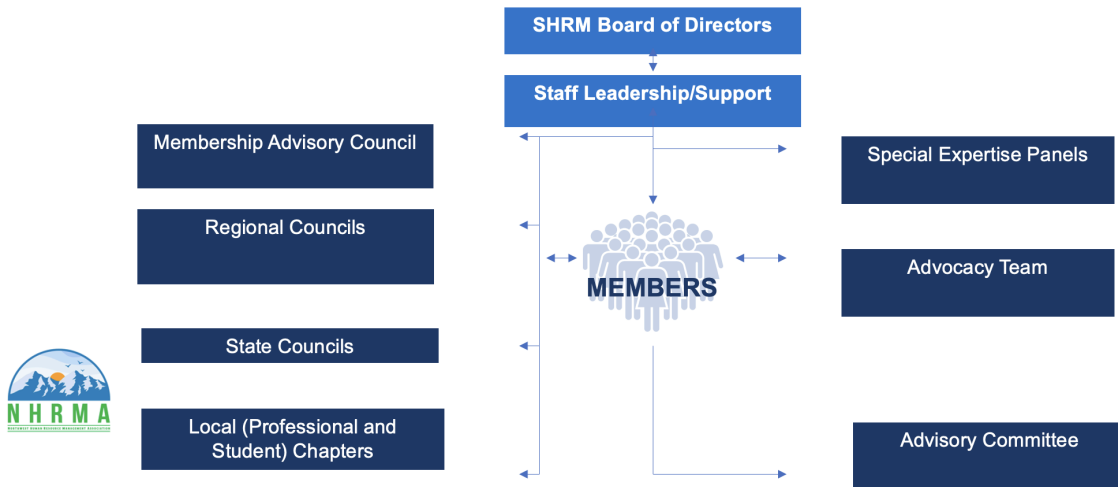
- ▲ A forum for the personal and professional development of its members dedicated to people management
- ▲ An opportunity to develop leadership, managerial, public speaking and group decision-making skills
- ▲ An opportunity to focus on current human resource management issues of importance to its members
- ▲ A focus for legislative attention to state and national human resource management issues
- ▲ A local voice for the advancement of the HR profession

SHRM provides a glossary of SHRM terms when you login at <https://vlrc.shrm.org/s/article/Glossary-Of-Common-Terms>  
<https://vlrc.shrm.org/s/> gains access to the Volunteer Leaders Resources Center (VLRC)



# ABOUT SHRM VOLUNTEER STRUCTURE

Network of Chapters, State & Regional Councils & MAC



See ASHRM Board Orientation Part1 PPTX for details

## SHRM Programs

Some of the many SHRM programs include but are not limited to

- ▲ New SHRM Certification and courses with recertification credit
- ▲ SHRM Foundation scholarships, research, fundraising and programs
- ▲ SHRM Membership Chapter Financial Support Program (CFSP)
- ▲ Legislative Advocacy Team
- ▲ Training and Conferences
- ▲ Student Programs
- ▲ E-blast program (one per quarter) to promote chapter events and information
- ▲ SHRM Speakers Bureau that provides one speaker to 100% chapters per year
- ▲ SHRM Award program
- ▲ Workforce Readiness partnerships, including but not limited to Jr. Achievement, JAG (Jobs for American Graduates) and military programs
- ▲ Volunteer resources

## SHRM Recognitions and Chapter Goals

### ▲ SHAPE - SHRM Affiliate Program for Excellence

- Chapter in Good Standing section
- Participate in 75% of State Council meetings
- Volunteer Leaders Business Meeting (VLBM) participation
- Promote conference
- Donate to SHRM Foundation
- Promote certification
- Submit SHAPE Year-End Report

### ▲ EXCEL Award Platinum (4 initiatives, one must be membership)

- Membership, Diversity, Workforce Readiness, Certification, SHRM Foundation, Legislative Affairs and College Relations

### ▲ SHRM Foundation Chapter Champion

- Make an annual donation to the SHRM Foundation directly from chapter funds
- Encourage members to join Team Empower, a special club for individuals who donate \$30 or more and pledge to support the SHRM Foundation's annual inclusion initiative
- Host a fundraising event to benefit the SHRM Foundation

# ASHRM Operations

- ▲ ASHRM is a 501(c)6, non-profit, tax-exempt organization. Our Tax ID # is 92-0157673
- ▲ ASHRM’s Chapter # is 200
- ▲ Social media hashtags: #anchoragehrm #ASHRMak #anchoragehr on Facebook;  
#ASHRM #ASHRMak #anchoragehr on LinkedIn
- ▲ We have over 500 members including the MatSu Service Area and are considered a “Mega” chapter under SHRM
- ▲ ASHRM is a 100% chapter, which means that all Chapter members are required to be members in good standing of SHRM. There are no additional dues to be an ASHRM Member. *No one can be an ASHRM member without being a SHRM one.*
- ▲ At-large members are those that have joined SHRM but have not designated a local chapter (in this case, ASHRM). It is important to identify those members and encourage them to designate us as their chapter, as we can increase our membership, engagement and earn \$25 per year from SHRM for each member.
- ▲ We follow Robert’s Rules of Order at all our Board Meetings
- ▲ ASHRM belongs to SHRM’s Pacific Northwest Region (NHRMA)
- ▲ The ASHRM President or a designee holds a seat on the Alaska State Council Board of Directors

## Other Providers and Accounts

<b>Website</b>	<a href="http://shrmalaska.org">http://shrmalaska.org</a> to <a href="https://ashrm57216.wildapricot.org/">https://ashrm57216.wildapricot.org/</a> GoDaddy - renewal due 10/06/2027
<b>Address</b>	200 W. 34th Ave. PMB 257, Anchorage, AK 99503-3969
<b>E-mail</b>	<a href="mailto:ashrm@shrmalaska.org">ashrm@shrmalaska.org</a>
<b>Accessing email account</b>	via GoDaddy.com, account 26848326 Renewal 1/02/2026
<b>WildApricot (event/member)</b>	Account 282776; URL <a href="https://ashrm57216.wildapricot.org/">https://ashrm57216.wildapricot.org/</a> Username <a href="mailto:ashrm@shrmalaska.org">ashrm@shrmalaska.org</a> Renew every two years

<b>HRCI Pre-approval</b>	<a href="http://www.hrci.org/CEPreApprovals/OV/">http://www.hrci.org/CEPreApprovals/OV/</a> Username: 547434
<b>SHRM Pre-Approval</b>	This is linked to a chapter designee – President or Programs Chair <a href="https://portal.shrm.org/Login.aspx?ReturnUrl=/Profile/Default.aspx">https://portal.shrm.org/Login.aspx?ReturnUrl=/Profile/Default.aspx</a>
<b>Volunteer Management</b>	<a href="http://www.signup.com">http://www.signup.com</a> Name: Anchorage SHRM Username <a href="mailto:ashrm@shrmalaska.org">ashrm@shrmalaska.org</a> ;
<b>Zoom account</b>	<a href="mailto:ashrm@shrmalaska.org">ashrm@shrmalaska.org</a>
<b>Meeting Rooms (BPEC)</b>	<a href="https://www.bpenergycenter.org/book">https://www.bpenergycenter.org/book</a>
<b>Typeform for Board Member's Monthly Reports</b>	<a href="https://brfd7527miu.typeform.com/to/YmPFYA1m">https://brfd7527miu.typeform.com/to/YmPFYA1m</a>
<b>Elections</b>	<i>ElectionBuddy, @shrm@la\$ka200!</i>
<b>Bank</b>	First National Bank, Northern Lights Branch Routing: 125200060    Account: 30272744
<b>Investment Account</b>	Wells Fargo Advisor _____, AVP Investment Officer (new advisor tbd 1.13.24) (his Assistant is Beate Gresham) 3400 188th St SW Suite 500 Lynnwood, WA 98037 Scott: 425-640-3181    Beate: 425-640-3169
<b>Tax Accountant</b>	None at this time
<b>Directors &amp; Officers Insurance</b>	Kristin Muir rep  HUB International Northwest LLC, <a href="http://hubinternational.com">hubinternational.com</a>  480 W. Tudor Road, Anchorage, AK 99503  <b>Office:</b> 907-348-1106, <b>Mobile:</b> 907-360-3099  <a href="mailto:kristin.muir@hubinternational.com">kristin.muir@hubinternational.com</a>
<b>SHRM Resource</b>	TBA, SHRM Field Services Director  <a href="mailto:art.gloria@shrm.org">art.gloria@shrm.org</a>

# Your Role as a Board Member

Being a first-time Board Member of any organization is intimidating. We don't know what to expect, we are unsure if we have the qualifications or the know-how, and initially are afraid to speak up because we don't know the protocol.

Be assured – we have all been there at some point! Practice makes perfect, and this is a great opportunity for you to learn how to be an effective board member in a supportive environment. Who knows? Maybe in the future you may want to join Boards of other community organizations!

## Expectations of Board Members

We all expect to conduct all the affairs of our chapter with the utmost ethical behavior. Please familiarize yourself with SHRM's Code of Ethics, as we at ASHRM adhere to the same principles and code (Appendix). Source: <https://www.shrm.org/about-shrm/pages/code-of-ethics.aspx>

## Planning

- ▲ Participate in setting goals with funding and volunteer service requirements and write specific plans for your area (organizational goals)
- ▲ Develop area objectives for the year (maintenance goals)

## Budgeting

- ▲ Operate responsibly within budget
- ▲ Review monthly financial statements

## Attendance at Monthly Luncheons

- ▲ Luncheons are our monthly opportunity to engage with the membership. As a board member, it is essential that you attend as many of the monthly programs as possible, not only for your professional development, but to demonstrate leadership commitment.

- ▲ Serve as an ambassador, by making new and returning attendees feel welcome at our events, when in person - and when virtual

## Monthly Board Meetings

- ▲ Submit monthly report of activities in a timely manner to the Board secretary using the digital system moderated by the Secretary, submitting these at least a week prior to scheduled meetings
- ▲ Demonstrate presence and participation at monthly board meetings

## Speak Up

- ▲ ASHRM has various action items that must be completed each year. If work or life get in the way of your deliverables, please ask for help in a timely manner. We are a team, and are here to support each other.

## Lead with the Example

- ▲ Become part of Team Empower by donating \$30 to the SHRM Foundation
- ▲ Promote and engage with social media posts, creating posts and using hashtags to help others find our content
- ▲ Serve as an ambassador for the chapter
- ▲ Volunteer for events
- ▲ Abide by SHRM's Code of Ethics

## Learn as You Go

- ▲ Develop new skills: access to volunteer leadership materials on <https://vlrc.shrm.org/s/>

# Parliamentary Procedure

Parliamentary Procedure is a set of rules for conducting business at meetings and public gatherings. It is important because it allows everyone to be heard and to make decisions without confusion. It provides for a forum of democratic rule, flexibility, protection of rights and a fair hearing for everyone.

Become familiar with the basics of **Robert's Rules of Order**. (<https://robertsrules.com/>) Do not be afraid or intimidated. You are not the only one learning the ropes. Check the appendix for "The Parliamentary Procedure at a Glance" as that provides a great overview in a very easy to understand format.

During the board meetings we will have motions, and it is important to be familiar with the 6 Steps:

- ▲ Motion: A member makes a motion
- ▲ Second: Another member seconds the motion
- ▲ Restate motion: The chairperson restates the motion
- ▲ Debate: The members debate the motion
- ▲ Vote: The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes
- ▲ Announce the vote: The chairperson announces the result of the vote and any instructions

# SHRM As a Resource for Volunteer Leaders

## Top tips for SHRM Volunteer Leaders

**Congratulations on your new volunteer role in your local chapter or state council!** We are grateful to have your help and excited for you to begin your journey as a volunteer leader representing SHRM in your state council or local chapter. We have a few tips to help you get started in your new role.

### 1: Visit the Volunteer Leader Resource Center (VLRC).

Check out the [Volunteer Leader Resource Center](#) for information on chapter and state council deadlines, Core Leadership Area (CLA) resources, toolkits for member engagement, events, and more.



### 2: Get advice from your peers on the Volunteer Exchange.

Need a sounding board for a new event idea? Want to know what other chapters and state councils are doing to engage members and provide programming that helps them with their responsibilities in the workplace? [Post a message on the Volunteer Exchange](#) and let others weigh in!

### 3: Don't forget to read the SHRM Volunteer Update!

We know you're busy wearing many hats that's why we send the SHRM Volunteer Update email once a month. This email, exclusively sent to volunteers, provides information about key deadlines, new resources, and opportunities helpful for all volunteer leaders.

### 4: Listen to volunteer webinars (live or recorded).

The [full offering of Core Leadership Area \(CLA\) webinars](#) is now available on the following topics: Membership, Certification, College Relations, Diversity, SHRM Foundation, Government Affairs and Workforce Readiness. Listen to previously recorded webinars from 2017 or add upcoming 2018 webinars to your calendar.

### 5: Contact a member of your SHRM Regional team.

SHRM's Field Services Team and Member Engagement Associates are available to answer any questions you may have. [Meet your regional team](#) and do not hesitate to reach out!

[community.shrm.org/vlrc](https://community.shrm.org/vlrc)



# Board Positions and Categories

## Board Officers - (1 year term)

(see Section VI and Section VII of the Bylaws)

- ▲ President
- ▲ President-Elect
- ▲ Secretary
- ▲ Past-President
- ▲ Treasurer

## Core Leadership Areas (CLAs) – (2 year term)

(see Section VI and Section VII of the Bylaws)

- ▲ College Relations (even year election, takes over on following “odd’ year)
- ▲ Diversity (odd year election, takes over on following “even” year)
- ▲ Education and Certification (odd year election, takes over on following “even” year)
- ▲ Legislative (even year election, takes over on following “odd’ year)
- ▲ Membership (odd year election, takes over on following “even” year)
- ▲ SHRM Foundation (odd year election, takes over on following “even” year)
- ▲ Workforce Readiness (even year election, takes over on following “odd’ year)

*For questions regarding all Volunteer Leader and CLA webcasts, please contact Meredith Nethercutt at [meredith.nethercutt@shrm.org](mailto:meredith.nethercutt@shrm.org). Closed captions will be provided for all webcasts.*

**2024 Webcasts**

<b>Webcast Title and Registration Link</b>	<b>Date</b>	<b>Time</b>
<a href="#">Enhanced Membership CLA Webcast</a>	Wednesday, January 31, 2024	3:00 pm ET
<a href="#">Certification CLA Webcast</a>	Wednesday, January 31, 2024	4:00 pm ET
<a href="#">Enhanced Membership CLA Webcast</a>	Wednesday, April 17, 2024	3:00 pm ET
<a href="#">Certification CLA Webcast</a>	Wednesday, May 1, 2024	4:00 pm ET
<a href="#">Enhanced Membership CLA Webcast</a>	Wednesday, July 31, 2024	3:00 pm ET
<a href="#">Certification CLA Webcast</a>	Wednesday, July 31, 2024	4:00 pm ET
<a href="#">Certification CLA Webcast</a>	Wednesday, November 6, 2024	4:00 pm ET

## **Committee Directors (1-2 year term, depending on position)**

**(see Section VI and Section VII of the Bylaws)**

- ▲ Awards (2 year term, odd year election, takes over on following “even” year)
- ▲ Business Partnerships (1 year term, annually elected)
- ▲ Hospitality (2 year term, odd year election, takes over on following ‘even’ year)
- ▲ MatSu Group (2 year term, even year election, takes over on following “odd’ year))
- ▲ Programs (2 year term, even year election, takes over on following “odd’ year)
- ▲ Public Relations (2 year term, even year election, takes over on following “odd” year)
- ▲ Webmaster (appointment, annually appointed)

## **Senior Advisor to the President (1 year term)**

**(see Section VI and Section VII of the Bylaws)**

- ▲ Senior Advisor (appointment, annually appointed)

# Board Officers

The Board has four elected officer roles plus the Past-President; other roles are directors

## President

Provide leadership to the local chapter consistent with state, area and national SHRM policy, strategies and objectives. Effectively operate the chapter to meet members' needs. Oversee and manage activities of the chapter to ensure timely and effective communication of chapter information to the Board and Committee members. Perform other duties as required by the local chapter bylaws. Serve as a voting member of the state council.

### 2024 Goals for the Board as a Team

- ▲ Organize and preserve current and historical chapter information for future boards
- ▲ Ensure continued financial success of the organization
- ▲ Board development and succession planning
- ▲ Increase outreach and communication to membership including effective and strategic use of SHRM e-blast program, social media and other tools
- ▲ Obtain SHRM's recognitions: SHAPE Platinum, EXCEL, SHRM Foundation Champion
- ▲ Support each position to ensure individual and group success

## President-Elect

Assist the President in overseeing all activities of the chapter. In the absence of the President, perform all the Presidential responsibilities. Learn duties by working in collaboration with the President during the year.

### 2024 Goals

- ▲ Assist the President by learning operations of ASHRM including its records management structure
- ▲ Promote succession planning through identification, mentoring, and training of board members who are ready for new roles and general members ready to consider serving

## Secretary

Oversee and manage the administrative activities of the chapter to ensure timely and effective documentation of chapter information.

This position requests monthly update reports from the board of directors, prepares monthly board packets, takes meeting minutes at each board meeting, and ensures minutes are presented for approval at the next meeting.

### 2024 Goals

- ▲ Organize
- ▲ Streamline

## Treasurer

Act as financial officer and advisor to the chapter Board of Directors. Check the chapter mailbox at least weekly and distribute mail to the appropriate officer, director, or chair. Files appropriate forms and information with the IRS. Ensures Directors and Officers insurance, investment accounts and bank signatures are renewed and/or in order. Provides monthly treasurer's report for board review of income and expenses. Cooperates and participates in internal audits (reviews), as requested by the President. Updates the Board on annual progress by providing quarterly Budget to Date reports on programs and initiatives.

### 2024 Goals

- ▲ Provide detailed budget information to improve all members' understanding of the resources required to manage projects and fund programs
- ▲ Analyze financial information and advise officers and board members regarding income, expenses, and investments

- ▲ Advise the President and other officers and Board of Directors members regarding past practices, general operations, and other matters to assist in the smooth running of the organization.

## Past-President

Advise the President and other officers and Board of Directors members regarding past practices, general operations, and other matters to assist in the smooth running of the organization.

### 2024 Goals

- ▲ File the 2023 EXCEL Award application before the deadline

# Core Leadership Areas

## College Relations

College Relations is a very important part of what we do. Our role helps us strengthen the link with the student chapter and other local universities, while providing support and networking opportunities for students with HR professionals.

SHRM's Student Engagement Strategy to Focus on Connecting with Students Locally says that *students who are passionate about HR are the future of our profession. Our goal is to help them develop meaningful networks and relationships that help elevate the profession of HR. Since 1965, SHRM student programs have provided "student-focused tools and resources and promoted mutually beneficial interaction between HR students and HR practitioners."*

ASHRM develops programs that align and advance this initiative, including inviting the student chapter as a presenter at the November luncheon (2007 - 2020), promoting and supporting their community activities and initiating programs that provide opportunities for networking and development of students.

We currently support a chapter at Wayland Baptist University, chartered in 2007. Prior to this, there was a student chapter at the University of Alaska Anchorage that disbanded in 2006. The WBU SHRM Chapter #5583 has membership open to all students living and/or studying in the Anchorage area. Students enrolled in virtual colleges and universities as well as local institutions are welcome,

### 2024 Goals

- ▲ Review position description
- ▲ Attend and support student chapter events and initiatives
- ▲ Develop strategies for student member engagement and leadership roles with ASHRM
- ▲ Mentor others for future service in this role
- ▲ \_\_\_\_\_

## Diversity & Inclusion

Diversity is at the heart of human resources. We seek to foster awareness and appreciation of workplace diversity issues among HR professionals, their employers and other business leaders.

This issue is of utmost importance in Anchorage, where we lead the nation in student diversity. The local school district has a student population where 58% of the students are minorities speaking over 94 languages. Our community represents a wide variety of peoples, cultures and religions to be celebrated and incorporated in diversity and inclusion initiatives in local organizations.

### Award Winning Program

In 2004, then Mayor Mark Begich announced that in September, an event called “Mayor’s Diversity Week” would be launched by the Municipality of Anchorage. ASHRM saw the opportunity to



participate and help educate the community on how to make the business case for diversity while helping people understand how to value individual differences in the workplace. ASHRM’s participation continued over the years, and in 2008 we received a national SHRM Pinnacle Award for the ASHRM Partnership with the Municipality of Anchorage’s “Mayor’s Diversity Month”. That award is the highest recognition a chapter can get from SHRM, for outstanding programs due to our partnership with the

Municipality and participation.

Since 2004, ASHRM dedicates one month for programming on a diversity-related topic, even after the municipality’s initiative ended.

### 2024 Goals

- ▲ Coordinate with the Programs chair to organize the annual diversity program – program for 2024 to be announced at the annual planning retreat at the beginning of the year
- ▲ Pre-determine diversity themes for each month, and prepare monthly “diversity moment” message to be shared at each monthly program and in social media
- ▲ Research and develop diversity, equity, and inclusion survey to be distributed among all members of the Anchorage Society for Human Resource Management (ASHRM) by the end of the next quarter, ensuring equal engagement from ALL or at least 80% of members. Analyze the survey results (metric) within two weeks of completion to identify areas for improvement and begin implementing strategies to enhance diversity, equity, and inclusion within ASHRM.
- ▲ By the end of Quarter 1, thoroughly research and propose two highly accomplished industry professionals, specifically focused on Diversity, Equity, and Inclusion (DEI), to the ASHRM



Program committee for their consideration as guest speakers at the ASHRM meeting for Q2 and Q4. These DEI experts will not only possess extensive knowledge and experience in fostering inclusivity within organizations, but they will also have a proven track record of delivering impactful and thought-provoking presentations. Through this initiative, I aim to contribute to the professional development of ASHRM members by providing them with valuable insights and strategies to enhance their own DEI efforts.

- ▲ By the end of Q1, I will develop a Diversity, Equity, and Inclusion (DE&I) calendar that highlights monthly events and initiatives aimed at promoting inclusivity and addressing workforce disparities. The DE&I calendar will be presented to the Board for approval, ensuring that it aligns with ASHRM's strategic goals and objectives. Once approved, I will disseminate a minimum of two awareness messages through ASHRM's social media platforms, showcasing ASHRM's dedication to strengthening DE&I within the local workforce. These messages will be crafted to engage and educate ASHRM members and the broader community on the importance of diversity and equality in Human Resource risk management.
- ▲ By the end of Q2, I will develop a comprehensive Strategic Plan of Action in response to the DE&I survey, incorporating the feedback and insights gathered from ASHRM members. This plan will outline specific initiatives and strategies aimed at promoting diversity, equity, and inclusion within ASHRM and its associated programs. Subsequently, I will present the survey results and the proposed action plan to the Board of Directors for their approval and input. Once the plan is approved, I will diligently execute the action plan, ensuring that all identified initiatives are implemented and completed by the end of Q4. Regular progress updates and milestones will be communicated to the Board and relevant stakeholders, demonstrating ASHRM's commitment to fostering a more diverse and inclusive environment.
- ▲ Coordinate with MatSu Director to develop diversity goals and actions

An example of a diversity calendar for the year is provided for reference of what has been done in past years:

MONTH	CELEBRATION
January	National Mentoring Month
February	Black History Month
March	Women’s History Month
April	Celebrate Diversity Month
May	Older Americans Month
June	LGBT Pride Month
July	Americans with Disabilities Act Birthday
August	National Civility Month
September	Alaska Native Heritage Month
October	National Disability Employment Awareness Month
November	ASHRM Diversity Month
December	Holiday Diversity Month

## Education and Certification

Education and Certification is a committee that has been in existence for over 20 years! Initially, there was only one certification body, the Human Resource Certification Institute (HRCI) and our certification preparation courses were geared towards that certification.

On January 1, 2015, SHRM unveiled a new HR certification to the general membership and public. Volunteer leaders were able to obtain the certification in November 2014 at the national Volunteer Leader Summit. The first SHRM Certified professionals in Alaska were all from Anchorage: (1) Patty Hickok, (2) Patty Billingsley and (3) Nancy Miller!!

Effective 2016, ASHRM adopted the SHRM Certification preparation in support of SHRM. The SHRM Certification is based on SHRM's Body of Applied Skills and Knowledge (BASK) with emphasis in HR Functional areas, one Technical competency and nine Behavioral competencies.

In 2022, SHRM renamed BoCK to the SHRM Body of Applied Skills and Knowledge (SHRM BASK™).

## HRCI

The Human Resource Certification Institute (HRCI) has offered HR Certifications for over 40 years. The certifications offered are PHR, SPHR, GPHR amongst others.

ASHRM discontinued HRCI-specific preparation classes in 2015. However, all our programs are SHRM and HRCI certified to support the Alaska professionals holding one or both certifications.

## Certification Preparation Classes

ASHRM has become the go-to place for certification preparation. The dates for classes are announced each year. However, as a general rule, the schedule is as follows:

Spring Testing Period: Beginning of March

Fall Testing Period: Beginning of September

Classes are open to ASHRM members and non-members.



**National Pinnacle Award winner** In 1998, ASHRM received the national SHRM Pinnacle Award for the “HRCI Certification Study Group Project.” In this nomination, it was explained how the Education and Certification Chair leads this effort with the help of numerous volunteers by facilitating and presenting weekly “study sessions” for those enrolled in the program. These sessions include reviewing and applying the SHRM Learning System Materials as well as a variety of other resources. In addition, the participants learn about their own learning styles and develop testing strategies to help overcome the anxiety associated with taking the exam. After four months of preparation, participants will have been

exposed to 40 hours of education and, for those attending the supplemental “boot camp”, an additional 32 hours of review.

At the end of 2023, 41% of ASHRM members achieved and maintained SHRM certification.

## 2024 Goals

- ▲ Conduct Spring and Fall Certification Preparation sessions
- ▲ Increase number of participants through early advertising and marketing
- ▲ Engage past attendees in marketing campaigns and collect metrics – pass rates
- ▲ Recognize class volunteers and newly certified members



## Legislative/Government Affairs

ASHRM strives to support the efforts of SHRM National's Legislative Affairs programs while monitoring local and state laws that pertain to human resources. This program anticipates and addresses regulations and legislation that could change the way human resource professionals perform their jobs. The department actively works to shape legislation and regulatory proposals that affect the profession.

An ASHRM representative participates in the Day on the Hill program during the Volunteer Leadership Summit and other local advocacy efforts may also be organized.

### Advocacy Team

The SHRM Advocacy Team has been developed by SHRM Government Affairs as a way to assist HR Advocates — professionals like you — in making their voices heard on public policy issues impacting the workplace. It's time that policymakers — both in Washington and in state capitals across the country — understand the role HR plays in today's workplace. The SHRM Advocacy Team is a crucial component of SHRM's advocacy efforts, and works with you to advance the interests of the HR profession at both the federal and state levels. As a member of the SHRM Advocacy Team, you will join the ranks of other HR Advocates committed to moving the HR profession forward, and be the voice of our profession.

A key goal for this program is to establish a network of committed volunteers to serve as the "go-to" people for lawmakers and their staff members on workforce-related issues. These individuals, termed "Advocacy Captains," will reside in each of the 435 congressional districts across the country. Each Advocacy Captain will serve as the face of HR within the district and act as the point of contact for SHRM's Government Affairs Team when the need for in-district advocacy arises.

When Congress or state legislatures are developing workplace policy, HR's voice needs to be heard. As advocates for the HR community, SHRM members understand and can communicate how public policy issues may affect employees and employers. By working together, we can help advance effective workplace public policy and strive to move our profession forward.

### 2024 Goals

- ▲ Increase number of A-Team members in the state
  - mention A-Team at all events and incorporate into membership notices
  
- ▲ President-Elect participation in Day on the Hill
  - Seek business sponsorship to support member (professional and student) to attend Day on the Hill events, coordinating effort with Business Partnerships director

- ▲ Promote public hearing reminders and DOL training to members beginning with a special focus on new members and continuing with social media messages for all members
- ▲ Promote advocacy engagement by HR professionals through social media and information shared at meetings Partner
  - Partner with other BoD focused on advocacy (public hearing reminders, DOL training, new membership intro, social media blasts, MatSu Valley, programs)



Access to Alaska’s members of Congress:

1. [Senator Murkowski, Lisa](#)

Party: Republican  
 Served: Senate: 2003-Present  
 Address: 522 Hart Senate Office Building Washington, DC 20510  
 (202) 224-6665  
[Contact](#)

2. [Representative Peltola, Mary Sattler](#)

Party: Democratic  
 Served: House: 2022-Present  
 Address: 153 Cannon House Office Building  
 (202) 225-5765  
[Contact](#)

3. [Senator Sullivan, Dan](#)

Party: Republican  
 Served: Senate: 2015-Present  
 Address: 302 Hart Senate Office Building Washington, DC 20510  
 (202) 224-3004  
[Contact](#)

## Membership

As HR professionals we all know the challenges that we face in the areas of recruiting and retention of employees. Attracting, engaging and retaining ASHRM members is no different.

Every single one of the Board members plays an integral role in recruitment and retention of members. We play this role by identifying new faces attending the monthly programs, welcoming them, talking to them, and making them feel comfortable and welcome.

An easy way to accomplish the above is by thinking back to the first time you attended our monthly programs and what happened during that time that motivated you to continue attending programs.

- ▲ Mega Chapter: Our membership numbers fluctuate some, but we typically are around 500 members, which makes our chapter a Mega Chapter.
- ▲ 100% Chapter: ASHRM is a 100% chapter, which means that in order for anyone to become our member, they must be a SHRM member. There are no additional fees to join ASHRM.

Some of the challenges of this area are challenges that affect all the SHRM chapters:

- ▲ SHRM holds the membership information, as individuals submit payments directly to them
- ▲ Upon membership sign up, an individual must indicate on the application form that they want to be associated with our chapter. If they don't designate anyone, they are considered at-large members
- ▲ If an existing member's membership lapses, the chapter designation "falls off" their record, with these members becoming at-large again
- ▲ These individuals that are SHRM members but for one reason or another are not assigned to our chapter, are called "at-large" members
- ▲ In order for them to be included as a member of our chapter, they need to go to the SHRM site and designate ASHRM as their chapter – link available from our website
- ▲ Monthly audits of SHRM reports versus ASHRM membership records

### 2024 Goals

- ▲ Increase membership (new members and at-large conversions) by 1%
- ▲ Monthly internal audits vs. SHRM membership records
- ▲ Promote membership related posts (benefits, discount codes, etc.) at least once a month – media ready ads available on the Volunteer Leader Resource Center
- ▲ Participate in SHRM Quarterly Membership webinars, as needed



## SHRM Foundation

The SHRM Foundation is a values-based charity organization whose mission is to champion workforce and workplace transformation. It provides research-based HR solutions for challenging inclusion issues facing current and potential employees, scholarships to educate and develop HR professionals and opportunities for HR professionals to make a difference in their local communities. The SHRM Foundation is a 501(c)(3) nonprofit affiliate of the Society for Human Resource Management.



Help us make a difference

**New in 2018:** Team Empower, a special group of passionate individuals who are dedicated to helping empower HR professionals to build inclusive organizations. Established in 2017, Team Empower is the SHRM Foundation's newest and most accessible giving circle. Your annual donation of \$30 or more will automatically add you to the team.

The SHRM Foundation champions workforce and workplace transformation by providing:

- ▲ Research-based HR solutions for challenging inclusion issues facing employees and potential employees
- ▲ Scholarships to educate and develop HR professionals and students to make change happen
- ▲ Opportunities for HR professionals to make a difference in their local communities

### 2024 Goals

- ▲ Research-based HR solutions for challenging inclusion issues facing employees and potential employees
- ▲ Encourage members to join Team Empower, a special club for individuals who donate \$30 or more and pledge to support the SHRM Foundation's annual inclusion initiative
- ▲ Host a fundraising event to benefit the SHRM Foundation (annual networking/silent auction) and donate income (not revenue) to the Foundation
- ▲ Implement fundraising initiatives to raise funds to be donated for the year - examples include:
  - Promote membership to become part of Team Empower
  - *Change for Change* programs at monthly luncheons (buckets)
  - Annual networking and silent auction
- ▲ Promote SHRM Foundation scholarship deadlines via social media posts
- ▲ Create a committee to brainstorm SHRM fundraising initiatives



## Workforce Readiness

Workforce Readiness is more than a buzz-word. It is an essential part of our role as HR professionals and Board members. This position monitors and evaluates on a continuing basis local activities concerning workforce readiness issues and plans and encourages chapter involvement and activities impacting the workforce readiness arena.

We support student programs from K-12 to college students, job fairs, and participation in other community events.

### 2024 Goals

- ▲ Participation in the Anchorage School District Career READY program
- ▲ Participation in HIRE our HEROES Veterans Job Fair or DOL Annual Military Job Fair or other related events for service members, veterans, and military families and spouses
- ▲ Liaise with Anchorage Economic Development Corporation (AEDC) and raise awareness of ASHRM
- ▲ Liaise with Anchorage Chamber of Commerce and raise awareness of ASHRM
- ▲ \_\_\_\_\_

# Committees

## Awards

Awards and Recognition is core to human resources. Just as we know how important it is to recognize the achievements of our employees, we realize the importance of recognizing the achievements of our chapter and members.

ASHRM generates nominations for the following awards:

### ASHRM Members of the Year

- ▲ 2023 - Sheila Harbrige
- ▲ 2022 - Patty Hickok
- ▲ 2021 – Molly Webb
- ▲ 2020 – Sarah Johnson/Sharon Boegel
- ▲ 2019 – Dionne Tennant
- ▲ 2018 – Renea Saade
- ▲ 2017 – Sharon Boegel
- ▲ 2016 - Shara Lyman; Heather Kinzie
- ▲ 2015 - Ann Flister, SPHR, SHRM-CP
- ▲ 2014 - Sandi Weber, PHR
- ▲ 2013 - Nancy Miller, SPHR
- ▲ 2012 - Dave Rhodes
- ▲ 2010 - Bonnie Dorman
- ▲ 2009 - Darci Ahlien Stern, PHR
- ▲ 2005 - Peggy O'Keefe
- ▲ 2004 - Christine Hopkins (McAlpine), SPHR, GPHR
- ▲ 2003 - Lisa Derrickson
- ▲ 2002 - Bosco Baldwin, SPHR

## NHRMA's Distinguished Member Award Recipients (ASHRM)

- ▲ 2023 Patty Hickok, SPHR, GPHR, SHRM-SCP
- ▲ 2021 Anne Sakumoto, SPHR, SHRM-SCP
- ▲ 2018 - Nancy Miller, SPHR, SHRM-SCP
- ▲ 2018 - Dr. David Rambow
- ▲ 2017 - Patty Billingsley, SPHR, SHRM-SCP
- ▲ 2016 - Patty Hickok, SPHR, GPHR, SHRM-SCP
- ▲ 2011 - Patty Hickok, SPHR, GPHR
- ▲ 2010 - Louis M. Christie, SPHR
- ▲ 2008 - Mary Tesch, SPHR
- ▲ 2003 - Kristi Acuff, SPHR
- ▲ 1996 - Ronald Frazee, SPHR
- ▲ Todd Allen, SPHR, CCP
- ▲ James Jose, Ph.D., SPHR
- ▲ Arve Solomon

## NHRMA's Randy Lundberg Award

- ▲ 2021 ASHRM-Anchorage School District Career READY Program Partnership
- ▲ 2018 - Prisoner Re-Entry Program Partnership
- ▲ 2012 - A Multi-Agency Partnership at Work
- ▲ 2010 - The Last HRCI Recertification Frontier
- ▲ 2008 - ASHRM Partnership with the Municipality of Anchorage's "Mayor's Diversity Month"
- ▲ 2004 – Military Transition Assistance Program (TAP)
- ▲ 1996 - Outstanding Chapter Operations

## SHRM Pinnacle Award

- ▲ 2021 Supporting Students Joining the Workforce: Partnering with Anchorage School District's Career READY Program

- ▲ 2013 - ASHRM: The Last (Recertification) Frontier
- ▲ 2007 - ASHRM's Partnership with the Municipality of Anchorage's Mayor's Diversity Week, Anchorage
- ▲ 2002 - HR & Order
- ▲ 1998 - HRCI Certification Study Group Project

## **NHRMA's Robert Denomy Award for Student Leadership (Undergraduate Student)**

- ▲ 2024 -
- ▲ 2014 - Rachel Saddler, Wayland Baptist University Student Chapter, Anchorage
- ▲ 2013 - Brittany Sogge, Wayland Baptist University Student Chapter, Anchorage
- ▲ 2011 - Julie Drinnen, Wayland Baptist University Student Chapter, Anchorage
- ▲ 2010 - Bonnie Dorman, Wayland Baptist University Student Chapter, Anchorage
- ▲ 2003 - Patty Hickok, University of Alaska Anchorage Student Chapter, Anchorage

## **NHRMA's Sharon Koss Award (Graduate Student)**

- ▲ 2024
- ▲ 2022 - Penny Mosher, Wayland Baptist University Student Chapter, Anchorage
- ▲ 2022 - Walter Williams, Wayland Baptist University Student Chapter, Anchorage
- ▲ 2018 - Brett Smith, Wayland Baptist University Student Chapter, Anchorage
- ▲ 2013 - Rachel Saddler, Wayland Baptist University Student Chapter, Anchorage

### **2024 Goals**

- ▲ Reference the historical information provided in this document and online

- ▲ Become familiar with individual award requirements and past individual and program award recipients
- ▲ Identify individuals and/or programs to be submitted for ASHRM, NHRMA and SHRM award programs
- ▲ Be proactive after selections are made to draft award submissions for review and meet deadlines
- ▲ Coordinate ASHRM Member of the Year award and a plan to advertise proactively throughout the year
- ▲ Coordinate Past-President recognition
- ▲ Create a recognition program for serving board members for years of service
- ▲ \_\_\_\_\_

## Business Partnerships

As a non-profit organization, ASHRM is dependent on finding additional sources of income. The role of this committee is to find business partners for some of our events to help underwrite the costs while providing marketing opportunities to interested companies.

This committee started in 2007, and it has continued to evolve over the years. Currently we have several business partnership levels, which provide various levels of benefits to the partner based on the event.

When a Business Partner commits and pays, the Business Partnership chair coordinates with all other applicable committees – President, marketing, programs, treasurer, webmaster among others. This ensures that we are able to fulfill our commitment to the partner to post their logo/link on the webpage, on the program invites, have a table and give mic time at the selected program, etc.

### 2024 Goals

- ▲ Refer to the description of the program on the webpage  
<https://ashrm57216.wildapricot.org/Business-Partnerships>
- ▲ Prepare social media posts to provide visibility to business partnership program
- ▲ Conduct outreach to procure business partners and coordinate the entire process – payment and ensure all offerings are fulfilled
- ▲ Establish at least one monthly Business Partner and at least one sponsor or co-sponsors for the Fall Networking and Silent Auction event
- ▲ \_\_\_\_\_

## Hospitality

You never get a chance to make a second impression. At ASHRM, we strive to make all of our attendees, members or guests, feel welcome. This is where everyone plays a role, serving as ambassadors to the chapter.

The most visible role of this position is at the registration desk at every luncheon, when a friendly face is ready to greet attendees, give them a name tag, collect payment as needed, answer questions and distribute any applicable information.

Behind the scenes, this position coordinates the attendee list, and ensures that each attendee has a nametag available upon check in and certificates of attendance delivered at the end of the program.

### 2024 Goals

- ▲ Prepare attendee badges for events
- ▲ Greet attendees and help answer questions
- ▲ Assist with special projects, as needed
- ▲ Recognize new members and other special guests
- ▲ \_\_\_\_\_

## MatSu MSA Director

Although not a CLA by definition, the MatSu MSA Director recruits members to SHRM and ASHRM, encouraging networking, professional development and certification, and involvement in the activities provided in both the Anchorage and MatSu areas. It is a subset of the Membership for the ASHRM chapter To engage HR professionals in the MatSu Valley, the MatSu MSA Director represents their needs and interests to the ASHRM Board of Directors. At the same time, Rebuilding the MatSu MSA is intended to serve the estimated 50 SHRM members (January 2024) ASHRM members in Palmer, Wasilla, Chickaloon, Chugiak, Glen Allen, Houston, and nearby towns. Additionally, we have ~100 contacts, of which 50% may be non-members or members lacking dual status to start the outreach process.

### 2024 Goals

- ▲ Maintain or increase membership and renewals in the MatSu area with 100% of members listed as Dual Members
- ▲ Identify at least 3 members for potential enrollment in the SHRM Certification process (one-third of currently identify members are certified as of January 2024)
- ▲ Develop 4 events to be hosted in the MatSu in 2024 for current and potential members
- ▲ Develop a revenue stream by hosting valley events





## Programs

Programs and Seminars are an essential part of what we do, as we hold monthly meetings for our members and guests. These programs should offer great value to our membership and community and be a core revenue generator for the chapter. We will continue to offer in-person and remote programs throughout the year. Most in-person programs will take place at the BP Energy Center.

	IN-PERSON	ONLINE
Members	\$32	\$25
Guests	\$42	\$30
Students	\$20	\$10

The schedule for 2024 online events is as follows

DATE	TYPE	Day	TITLE	SPEAKER
January	in-person	10	Legal Update	Gregory Fisher
February	zoom	27	Questions of Ethics and Morals	Dr. Adib Birkland
March	in-person	5	The Power of Coaching	Darci Ahlin-Stieren and Diane Decker
April			ASD - Extending the Talent Pipeline?	
May	in-person	14	HR Technology and Analytics	Marie Cheddie
June	zoom		AEDC? Neil Fried? Economic forecast	
July	zoom			
August	Zoom			
September	in-person	To be confirmed	Veterans: Untapped Workforce for Alaska	Carson Honeycutt? Panel Discussion?
October				
November	in-person			
December	-	-	-	-

This position coordinates the contracts with the venue, coordinates speakers and topics, submits them to HRCI and SHRM for pre-approval, set ups and posts event registration on website, coordinates the event logistics and sends thank you letters to speakers with attendee feedback.



In 2013, the Last Recertification Frontier program received a national Pinnacle Award. This is because 100% of ASHRM programs are pre-approved for HRCI credits since 2006. This allows ASHRM to serve the professional and advance the profession. For the three year period preceding the award, ASHRM offered over 100% of credits needed for recertification for PHR, and 93% of credits needed for SPHR!

## 2024 Goal

- ▲ Obtain SHRM and HRCI Strategic credits for at least 6 programs during the year
- ▲ Identify special programs in advance and incorporate into monthly schedule program, create events on the webpage and open for registration 4 weeks in advance (optimally 6 weeks)
- ▲ Identify a revenue generating program via Zoom outside of regularly scheduled programs to help towards the SHRM Foundation donation
- ▲ \_\_\_\_\_

### Resources

For booking meetings at the BP Energy Center <https://www.bpenergycenter.org/book>

## Public Relations

According to the Merriam-Webster dictionary, public relations is “the business of inducing the public to have understanding for and goodwill toward a person, firm, or institution; also the degree of understanding and goodwill achieved.”

Public relations for ASHRM is impacted by what every single committee and board member does (or fails to do). It consists of keeping our membership informed of the many activities we participate in and educating them in regards to all the different benefits they are entitled to, both as ASHRM and SHRM members and the volunteer leadership opportunities available.

Public relations tasks include but are not limited to:

- ▲ Social media calendar creation to align with ASHRM BoD Initiatives and goals
- ▲ Increase LinkedIn ASHRM group by 10%
- ▲ Promote monthly programs via social media in advance (4-6 weeks at minimum)
- ▲ Other branding or promotional activities
- ▲ Create a calendar for postings on FaceBook, LinkedIn and at least one other social platform

### 2024 Goals

- ▲ Publish social media calendar for board participation– example of January postings below



DATE	TOPIC	CONTENT
1/15	Diversity	January is National Mentoring Month. Check out this cool video on why you should consider being a mentor <a href="https://youtu.be/udG0yy2xE0c">https://youtu.be/udG0yy2xE0c</a>
1/17	Certification	Become SHRM certified! ASHRM’s Award Winning Certification Preparation classes will start on XXX. Sarah Johnson leads an amazing group of volunteers facilitating the 14 sessions using SHRM’s Learning System. More information including registration at <a href="#">[link to registration]</a> <a href="https://youtu.be/E5bJa-7TwRY">https://youtu.be/E5bJa-7TwRY</a>

## Webmaster

Technology has revolutionized society, and that revolution has affected us. In addition to the registration and membership system that we use, we also have a social media presence.

ASHRM has the following social media accounts:

- ▲ Facebook      <https://www.facebook.com/AnchorageSHRM>
  
- ▲ Twitter        @shrmalaska
  
- ▲ LinkedIn      <https://www.linkedin.com/groups/2077147/>

The Job Board posting is now being managed directly by members by going to the link directly from the ASHRM website and no involvement from ASHRM is needed






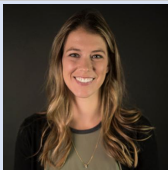
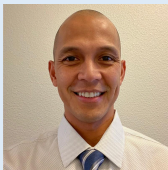
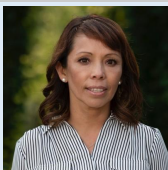
### 2024 Goals




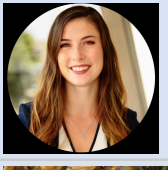

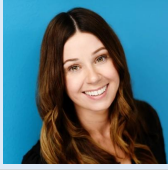
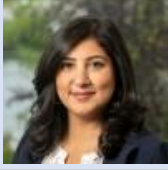
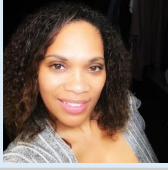

- ▲ Keep website updated
  
- ▲ Participate in evaluation of BaseCamp as an alternative to Google Drive for communications and storage of ASHRM documents
  
- ▲ Promote use of ASHRM's hashtags and SEO
  
- ▲ Evaluate value of an Instagram channel
  
- ▲ \_\_\_\_\_

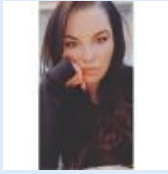

# Appendix

- ▲ 2024 Board contact list
- ▲ Chapter Demographics
- ▲ Calendar
- ▲ Chapter Bylaws
- ▲ ABCs of Parliamentary Procedure
- ▲ Financials
- ▲ SHRM Code of Ethics
- ▲ Oath for Officer installation – New Board
- ▲ Job Descriptions
- ▲ History of Presidents
- ▲ Glossary

## ASHRM Board Contact List 2024

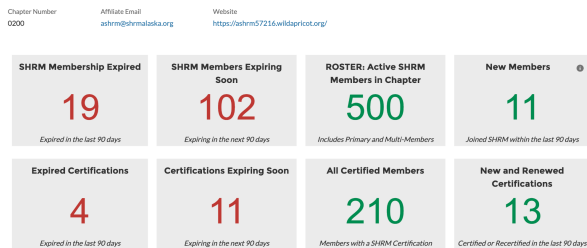
	POSITION	DIRECTOR	E-MAIL	PHONE
	<b>President</b>	Christopher St. John	<a href="mailto:christopher.stjohn@airswift.com">christopher.stjohn@airswift.com</a> <a href="#">CHANGING AUG 26 2024</a>	360-718-0718
	<b>Past President</b>	Patty Hickok	<a href="mailto:hickok_p@yahoo.com">hickok_p@yahoo.com</a>	907-602-5129
	<b>President-Elect</b>	Mary M. Rydesky	<a href="mailto:mary.rydesky@wayland.wbu.edu">mary.rydesky@wayland.wbu.edu</a> <a href="mailto:mrydesky@yahoo.com">mrydesky@yahoo.com</a>	907-227-2393
	<b>Secretary</b>	Lee Cole	<a href="mailto:Cole.elene@gmail.com">Cole.elene@gmail.com</a>	907-854-8641
	<b>Treasurer</b>	Penny Mosher	<a href="mailto:pl.mosher@outlook.com">pl.mosher@outlook.com</a> <a href="mailto:ashrmtreasurer@gmail.com">ashrmtreasurer@gmail.com</a> for ASHRM business	907-775-9864
	<b>SHRM Foundation</b>	Anna Johnson	<a href="mailto:anna@johnsonak.com">anna@johnsonak.com</a>	(907) 347-3225
	<b>Diversity &amp; Inclusion</b>	Darrell Delacruz	<a href="mailto:darrell@choggiung.com">darrell@choggiung.com</a>	907-887-4395
	<b>Education &amp; Certification</b>	Carmen Goodwin	<a href="mailto:cgoodwin@rasmuson.org">cgoodwin@rasmuson.org</a>	907-227-0817

	<b>Awards</b>	Carly Fielding	<a href="mailto:carly@lynden.com">carly@lynden.com</a>	907-632-2821
	<b>Business Partnerships</b>	Nicole Culbertson	<a href="mailto:nicole.culbertson@usi.com">nicole.culbertson@usi.com</a>	907.257.6388
 	<b>Hospitality</b>	Stephanie Briedert & Kirsten Kordewick	<a href="mailto:stephanie.briedert@airswift.com">stephanie.briedert@airswift.com</a> <a href="mailto:kirstenk@altrogco.com">kirstenk@altrogco.com</a>	907-201-1966 907-274-2992
	<b>Legislative/ Government Affairs</b>	Selma Khan	<a href="mailto:skhan@ruralcap.org">skhan@ruralcap.org</a>	907-351-4613
	<b>Membership</b>	Christine Brown	<a href="mailto:christineb@alerachr.com">christineb@alerachr.com</a>	907-360-9445
	<b>Programs</b>	May Main	<a href="mailto:mmain@anthc.org">mmain@anthc.org</a>	(907) 729-1917
	<b>Public Relations / Communications</b>	Nanette Martinez	<a href="mailto:nanette.s.martinez@gmail.com">nanette.s.martinez@gmail.com</a> OR <a href="mailto:nanette.martinez.1@us.af.mil">nanette.martinez.1@us.af.mil</a>	907-350-8093
	<b>College Relations</b>	Dr. Mary M. Rydesky	<a href="mailto:mary.rydesky@wayland.wbu.edu">mary.rydesky@wayland.wbu.edu</a> OR <a href="mailto:mrydesky@yahoo.com">mrydesky@yahoo.com</a>	907-227-2393

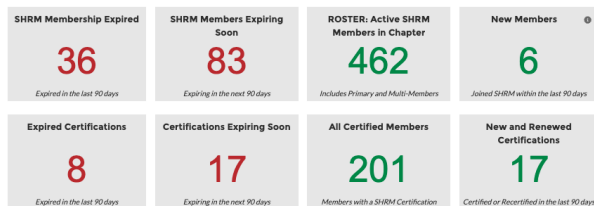
	<b>Workforce Readiness</b>	Leilani Inman	<a href="mailto:leilani.inman@parkerwellbore.com">leilani.inman@parkerwellbore.com</a>	907-306-3492
	<b>MatSu Coordinator</b>	Erin Gregg	<a href="mailto:erin.gregg216@gmail.com">erin.gregg216@gmail.com</a>	907-761-6003 OR 720-331-2130
	<b>Senior Advisor (Appointment)</b>	Sheila Harbridge	<a href="mailto:SHarbrige@denaliuniversal.com">SHarbrige@denaliuniversal.com</a> OR <a href="mailto:smarquart77@gmail.com">smarquart77@gmail.com</a>	907-314-3268

## ASHRM Membership Demographics

Source: SHRM AMP Portal for Chapter 0200 (1/28/24)



Source: SHRM AMP Portal for Chapter 0200 (7/16/24)





# Calendar

	Board Meets on 3rd Wednesdays at noon unless noted	Monthly Programs Noon	Special Programs	State Regional National Events	Reports, Nominations, Other Deadlines
Jan	Jan 17 zoom	10 in person	18 Student Chapter 6 pm		20 eBlast  31 SHAPE
Feb	Saturday Feb 3 in person	27 virtual	22 Student Chapter 6 pm		ASHRM ECPN Scholarship due 24 (Spring)
Mar	20 virtual	5	9 Student Chapter half day 8:30 am  13 Certification Prep Class Spring starts		1 eBlast  13 SHRM Scholarships & Awards  15 EXCEL
Apr	17 zoom	2	1 - 12 ASD Career Ready Mock Interviews  24 Certification Prep Class Spring ends	12 - 13 HR Leaders of Tomorrow student conference - Boise	1 990 due  30 Student Merit Award
May	22 virtual	15 in person		1 Test Window Starts	23 eBlast anniversary, annual & state conference, ASHRM meetings, recruitment
Jun	20 remote	4 in person		23-26 National Conference - Chicago	12 SHRM Professional Development Grants  30 NHRMA Award

					Nominations
Jul	20 TBC in person retreat	9 in person with Mary Cheddie		15 Test Window Ends	1 eBlast
Aug	24 Mid Year Retreat	13	7 50th Anniversary Celebration	3 - 8 Legislative Action Days	1 eBlast  1 submit SHRM Fdn contribution  15 Pinnacle Award
Sep	19 virtual or hybrid	11	18 Take The Doughnut Foundation Fundraiser (virtual)	23-25 NHRMA regional conference - Portland	ASHRM ECPN Scholarship due 9 (Autumn)
Oct	16 in person	8	2 Certification Prep Class Fall starts	28-29 ASSC Conference - Anchorage	1 eBlast 1 pay insurance
Nov	20 virtual	5 hybrid	18 Certification Prep Class Fall ends	4- 7 Inclusion Conf - Denver  11-14 Women in Leadership - Orlando  21-23 VLBM - DC	8 Northern Lights Payroll Assn event (ASHRM table?)  15 SHRM & HRCI Certification Reaffirmation
Dec	18 maybe board appreciation			1 Test Window Starts  14 Career Mgt Workshop - N	1 SCLIF/CLIF
Jan 2025	18? Retreat	14?			

See [www.shrmalaska.org/Events](http://www.shrmalaska.org/Events) to register for monthly programs and special events

# Chapter By-laws

## Anchorage Society for Human Resource Management Chapter Bylaws

### Article I. NAME AND AFFILIATION

#### *Section 1.01 Name*

The name of the Chapter is Anchorage Society for Human Resource Management (herein referred to as the "Chapter") and it includes the MatSu Member Service Area (MSA). To avoid potential confusion, the Chapter will refer to itself as Anchorage Society for Human Resource Management (**ASHRM**) and not as **SHRM** or the Society for Human Resource Management.

#### *Section 1.02 Affiliation*

The Chapter is affiliated with the Society for Human Resource Management (herein referred to as "SHRM").

#### *Section 1.03 Relationships*

The Chapter is a separate legal entity from SHRM. It shall not be deemed to be an agency or instrumentality of SHRM or of a State Council, and SHRM shall not be deemed to be an agency or instrumentality of the Chapter. The Chapter shall not hold itself out to the public as an agent of SHRM without express written consent of SHRM. The Chapter shall not contract in the name of SHRM without the express written consent of SHRM.

#### *Section 1.04 Member Service Areas*

In order to serve the geographic needs of the chapter, the chapter has established a local member service areas for the development and delivery of chapter services to MatSu.

##### a. Member Service Area Organization

The MatSu MSA shall operate under the operational guidelines set forth by the Chapter Board of Directors and within the guidelines set by SHRM for such subgroups.

##### b. Member Service Area Oversight

The Board of Directors of the Chapter shall be responsible for the compliance of the MSA to Chapter charter requirements such as logo use, use of name etc.

##### c. Member Service Area Activity

Member Service Areas are established to provide the Chapter with local networking, educational programs, membership recruitment activities and other initiatives as determined by the Board.

### Article II. PURPOSE

#### *Section 2.01 The purposes of this Chapter, as a non-profit organization, are:*

- a. to provide a forum for the personal and professional development of our members;

- b. to provide an opportunity to develop leadership, managerial, public speaking and group decision-making skills;
- c. to provide an arena for the development of trust relationships where common problems can be discussed and deliberated;
- d. to provide an opportunity to focus on current human resource management issues of importance to our members;
- e. to support and collaborate with programs in the community that align with the chapter's purpose;
- f. to provide a focus for legislative attention to state and national human resource management issues;
- g. to provide valuable information gathering and dissemination channels;
- h. to provide a pool of human resource management leaders for perpetuation of the Chapter and of SHRM;
- i. to serve as an important vehicle for introducing human resource management professionals to SHRM;
- j. to serve as a source of new members for SHRM;
- k. to serve as part of the two-way channel of communications between SHRM and the individual members; and
- l. to support student chapter(s) in the pursuit of their chapter goals.

*Section 2.02 The Chapter supports the purposes of SHRM, which are to promote the use of sound and ethical human resource management practices in the profession and:*

- a. to be a recognized world leader in human resource management;
- b. to provide high-quality, dynamic and responsive programs and service to our customers with interests in human resource management;
- c. to be the voice of the profession on human resource management issues;
- d. to facilitate the development and guide the direction of the human resource profession; and
- e. to establish, monitor and update standards for the profession.

### **Article III. FISCAL YEAR**

*Section 3.1* The fiscal year of the Chapter shall be the calendar year.

### **Article IV. MEMBERSHIP**

*Section 4.01*                      *Qualifications for Membership*

- a. The qualifications for membership in the Chapter shall be as stated in Sections 4.3, 4.4, 4.5 and 4.6 of this Article.
- b. The Chapter is a 100% Chapter of SHRM, and all Chapter members are required to be dual members (SHRM and chapter members) in good standing of SHRM.
- c. To achieve the mission of the Chapter there shall be no discrimination in individual memberships because of race, religion, sex, age, national origin, disability, veteran's status, gender identity or orientation or any other legally protected class.

*Section 4.02*                      *Non-transferability of Membership*

Membership in the Chapter is neither transferable nor assignable.

*Section 4.03*                      *Individual Membership*

Membership in the Chapter is held in the individual's name, not an organization with which the member is affiliated.

*Section 4.04 Emeritus Members*

- a. Individuals that have retired from the HR profession with at last 10 years of paid SHRM membership.
- b. Emeritus members may vote and hold office in the Chapter.

*Section 4.05 Student Members*

- a. Individuals who are:
  - 1) Enrolled either as full-time or part-time students, at freshman standing or higher;
  - 2) Enrolled in the equivalent of at least six (6) credit hours;
  - 3) Enrolled in a four-year or graduate institution and/or a consortium of these or a two-year community college with a matriculation agreement between it and a four-year college or university which provides for automatic acceptance of the community college students into the four-year college or university;
  - 4) Able to provide verification of a demonstrated emphasis in human resource management subjects, and
  - 5) Able to provide verification of the college or university's human resources or related degree program.
- b. Student members may not vote or hold office in the Chapter but may serve as co-chairs to a core leadership area or committee in furtherance of development opportunities and succession planning strategies.

*Section 4.06 Application or Membership*

- a. Application for membership shall be on the online Chapter application form.
- b. All applications shall be reviewed and approved by the Membership Director.
- c. New members shall be afforded full membership rights from the date of application approval by the Membership Director.

*Section 4.07 Voting*

- a. Each Professional and Associate member of the Chapter shall have the right to cast one vote on each matter brought before a vote of the members.
- b. Student Members are not eligible to vote.
- c. Votes shall be tallied by an Ad Hoc Committee appointed by the Board of Directors.

*Section 4.08 Termination of Membership*

Member failure to maintain membership in SHRM will result in the forfeiture of the membership in the Chapter.

**Article V. MEMBER MEETINGS**

*Section 5.01 Regular Meetings*

Regular meetings of the members shall be held monthly or as otherwise determined by the Board of Directors.

*Section 5.02 Annual Meetings*

The annual meeting of the members for electing Directors and Officers and conducting other appropriate business shall be held at such time as determined by the President-Elect and/or Board of Directors, but no later than October of the election year.

*Section 5.03 Special Meetings*

Special meetings of members shall be held on call of the President, the Board of Directors or by members having one-twentieth of the votes entitled to be cast at such meeting.

*Section 5.04 Notice of Meetings*

- a. Notice of all special and annual meetings shall be given to all members at least ten days prior to the meetings.
- b. Notice of regular meetings shall be given to all members at least seven days prior to the meeting.

*Section 5.05 Quorum*

- a. Members holding one-tenth of the votes entitled to be cast, represented in person, by conference call or via electronic voting (i.e. email, online voting and other similar services) shall constitute a quorum.
- b. The vote of a majority of the members present at any meeting at which there is a quorum, either in person or by conference call, shall be necessary for the adoption of any matter voted on by the members, except to the extent that applicable state law may require a greater number.

**Article VI. BOARD OF DIRECTORS**

*Section 6.01 Power and Duties*

The Board of Directors (also referred to as the "Board") shall manage and control the property, business and affairs of the Chapter and in general exercise all powers of the Chapter.

*Section 6.02 Officers*

The following shall be members of the Board of Directors and shall be Officers of the Chapter: President, President-Elect, Membership Director, Treasurer, and Secretary.

*Section 6.03 Composition of the Board of Directors*

- a. Along with the Officers listed in Section 6.02 of this Article, the Board of Directors shall also include Core Leadership Area Directors, the Past President and standing committee chairs.
- b. The Director of each approved Member Service Area (MSA) in the Chapter will serve on the Board of Directors of the Chapter in a voting capacity and shall have such powers and perform such liaison duties as the Board or the Chapter President may determine. The responsibility includes initiatives in a particular geographic area as determined by the Chapter President and the Board.
- c. These shall constitute the governing body of the Chapter.
- d. Should a new Core Leadership Area be established by SHRM, Directors for the new Core Leadership Areas shall be nominated by the President and elected from among the eligible membership as members of the Board of Directors.
- e. In addition, the President may appoint subject matter experts outside of the HR field as Advisors to the Board of Directors as needed. These positions do not serve on the Board and therefore are not eligible to vote.

#### Section 6.04 Qualifications

- a. All candidates for the Board of Directors must be Professional or Associate dual members of SHRM and the chapter in good standing at the time of nomination or appointment and for their complete term of office.
- b. The President must be a current member in good standing of SHRM throughout the duration of their term of office
- c. The Certification Director is required to possess a SHRM-CP or SHRM-SCP.
- d. The chapter also requires that each Board member be a current member in good standing of SHRM throughout the duration of their term of office.
- e. To be qualified as President-Elect, an individual must meet either of the qualifications below:
  - 1) Have served at least two (2) of the previous four (4) years in a SHRM or SHRM-related volunteer position (at least one of the years must have been with the ASHRM Board); or
  - 2) Is a member of the ASHRM Board during the entire year (12 months) immediately preceding their potential term as President-Elect.

#### Section 6.05 Election –Term of Office

- a. The President-Elect and/or Board of Directors shall designate an annual election period.
- b. Officers and Directors shall be elected by the members during said election period via electronic or in person voting via the designated ballot.
- c. Elected President-Elect shall assume office on January 1st following their election and shall hold the President-Elect position, the President position and the Past-President position consecutively. Each position is held for one year.
- d. Each elected Officer shall assume office on January 1<sup>st</sup> following their election and shall hold office in accordance with the Terms of Office table or until their successor is elected and takes office.
- e. Each elected Director shall assume office on January 1<sup>st</sup> following their election and shall hold office in accordance with the Terms of Office table or until their successor is elected and takes office.
- f. Each elected Standing Committee Chair shall assume office on January 1st following their election and shall hold office in accordance with the Terms of Office table or until their successor is elected and takes office.
- g. Officers, Directors, and Standing Committee Chairs may not be elected to serve more than two (2) consecutive terms in the same position. The board reserves the right to approve an additional consecutive term for Officers, Directors, and Standing Committee Chairs who have reached the term limit of their position, if there is an operational need and efforts to identify a new candidate have been unsuccessful.

#### Terms of Office Table

POSITION	TYPE	TERM*	ELECTION YEAR	TERM STARTS	MAXIMUM TIME IN ROLE
President	Elected	One year	Annual	Annual	One year
President-Elect	Elected	One year	Annual	Annual	One year
Past President	Elected	One year	Annual	Annual	One year
Secretary	Elected	One year	Annual	Annual	Two years
Treasurer	Elected	One year	Annual	Annual	Two years

MSA Director	Elected	Two years	Even	Odd	Four years
Awards	Elected	Two years	Even	Odd	Four years
Education	Elected	Two years	Even	Odd	Four years
Diversity & Inclusion	Elected	Two years	Even	Odd	Four years
Legislative/Gov Affairs	Elected	Two years	Odd	Even	Four years
Membership	Elected	Two years	Odd	Even	Four years
Programs	Elected	Two years	Odd	Even	Four years
Public Relations	Elected	Two years	Odd	Even	Four years
SHRM Foundation	Elected	Two years	Even	Odd	Four years
Workforce Readiness	Elected	Two years	Odd	Even	Four years
College Relations	Elected	Two years	Odd	Even	Four years
Hospitality	Elected	Two years	Odd	Even	Four years
Business Partnerships	Elected	One year	Annual	Annual	Two years
Webmaster	Appointed	One year	Annual	Annual	Two years
Senior Advisor	Appointed	One year	Annual	Annual	Two years

*\*Length of board positions will be reviewed on a periodic basis.*

#### *Section 6.06 Vacancies*

- a. Any vacancy in the Board may be filled for the unexpired term by appointment of the President with the consent of the Board of Directors.
- b. The President-Elect shall fill a mid-term vacancy in the offices of President and Past President.

#### *Section 6.07 Quorum*

- a. A simple majority of the total Board of Directors shall constitute a quorum for the transaction of business.
- b. The act of a majority of the Board of Directors present at any meeting at which there is a quorum, either in person or by conference call, shall be the act of the Governing Body, except to the extent that applicable state law may require a greater number.
- c. In addition, the Board may act by unanimous written consent of all voting members.

#### *Section 6.08 Board of Directors' Responsibilities*

- a. The Board of Directors shall transact all business of the Chapter except as prescribed otherwise in these Bylaws or other governing instruments of the Chapter.
- b. A Professional or Associate member in good standing may request the President to place on the agenda of the next regular Board of Directors meeting any action for consideration by the Board of Directors.
- c. Attend at least 50% of the scheduled meetings, either in person, phone or virtually.

#### *Section 6.09 Removal of Director and Officer*

- a. Any Officer or Director may be removed from office, with cause, upon an affirmative vote of two-thirds of the entire Board of Directors at a duly constituted Board of Directors meeting.
- b. The Officer or Director shall be entitled to a due process hearing prior to any termination action being



imposed.

## **Article VII. DUTIES AND RESPONSIBILITIES**

The responsibilities of each member of the Board of Directors shall be as outlined in the position descriptions maintained by the Secretary and distributed to the Chapter Board. The position descriptions are subject to change as deemed necessary by the President and/or the Chapter Board.

### *Section 7.01 The President*

- a. Shall preside at the meetings of the members and of the Board.
- b. Shall direct the Chapter and have charge and supervision of the affairs and business of the Chapter, subject to the ultimate management authority of the Board of Directors.
- c. Shall maintain liaison and be a current member in good standing of SHRM throughout the duration of their term of office.

### *Section 7.02 The President-Elect*

- a. The President-Elect, at the request of the President or in their absence or disability, may perform any of the duties of the President.
- b. Shall have such other powers and perform such other liaison duties as the Board, or the President may determine.
- c. Shall provide oversight of all programs conducted at all regular meetings of the members, social functions, and any workshops and/or seminars sponsored by the MSA as determined by the President and the Board.
- d. Shall have the authority to appoint sub-committees to plan and implement the activities associated with the program year.
- e. Is encouraged to attend the annual SHRM Volunteer Leader Summit.
- f. Be a current member in good standing of SHRM throughout the duration of their term of office. The MSA requires the president-elect to be a current member in good standing of SHRM throughout the duration of their term of office.

### *Section 7.03 The MSA Director*

- a. The MSA Director shall represent the interests of the area represented.
- b. Shall encourage MSA and SHRM membership growth and provide suggestions and feedback for activities needed by area membership.
- c. Shall have such other powers and perform such other duties as the President may determine.
- d. The chapter requires the MSA Director to be a current member in good standing of SHRM during their entire term of office.

### *Section 7.04 Membership Director*

- e. The Membership Director shall serve as chair of the Membership Committee.
- f. Shall encourage MSA and SHRM membership growth and shall maintain the official membership roster of the MSA.
- g. Shall have such other powers and perform such other duties as the President may determine.
- h. The chapter requires the Membership Director to be a current member in good standing of SHRM during

their entire term of office.

*Section 7.05 The Treasurer*

- a. The Treasurer shall be responsible for the financial affairs of the Chapter, including all required filings.
- b. These responsibilities shall include financial reports to the Board, annual transition of chapter accounts to new designated board members and coordinating arrangements for the annual examination audit or review of the accounts as may be required by the Board.
- c. Shall also perform such other duties as the President may determine.
- d. The chapter requires the Treasurer to be a current member in good standing of SHRM throughout the duration of their term of office.

*Section 7.06 The Secretary*

- a. The Secretary shall be responsible for recording the minutes of all chapter meetings and shall be responsible for making all board members aware of such meetings.
- b. The Secretary is required to be a current member in good standing of SHRM throughout the duration of their term of office.

*Section 7.07 Core Leadership Area (CLA) Directors*

- a. Core Leadership Area Directors shall have such powers and perform such liaison duties as the Board, or the President may determine.
- b. The responsibility includes awareness sessions and initiatives in the particular CLA as determined by the President and the Board.
- c. Shall have the authority to appoint sub-committees to plan and implement the activities associated with the CLA for the year.
- d. The chapter requires each CLA Director to be a current member in good standing of SHRM throughout the duration of their term of office.

*Section 7.08 Past President*

- a. The Past President shall serve as an advisor to the President and fulfill such duties as requested by the President and/or Board of Directors.
- b. The chapter requires the Past President to be a current member in good standing of SHRM throughout the duration of their term of office.

**Article VIII. COMMITTEES**

*Section 8.01 Committees*

The establishment of both standing and ad-hoc committees shall be the right of the Board of Directors.

*Section 8.02 Committee Organization*

Committees in addition to the Nominating Committee are established by resolution of the Board of Directors.

*Section 8.03 Committee Chairpersons*

- a. Standing Committee Chairs are elected by the membership
- b. The Chairperson and the President will seek interested members to participate in committee activities.
- c. Ad-hoc Committees or task forces may be organized by the President to meet particular MSA needs.

#### *Section 8.04 Committee Activity*

Committees are established to provide the Chapter with special ongoing services, such as Programs, Awards and Recognition, Public Relations, Business Partnerships, Hospitality and other committees as established by the Board.

#### *Section 8.05 Committee Co-Chairs*

- a. It is the responsibility of the Committee Chair to appoint a Co-Chair as needed.
- b. The Co-Chair may attend the Board meetings but is not eligible to vote at a regular board meeting unless the Committee Chair will be absent and has delegated their vote to the Co- Chair.

### **Article IX. STATEMENT OF ETHICS**

The Chapter adopts SHRM's Code of Ethical and Professional Standards in Human Resource Management for members of the Association in order to promote and maintain the highest standards among our members. Each member shall honor, respect and support the purposes of this Chapter and of SHRM. The Chapter shall not be represented as advocating or endorsing any issue unless approved by the Board of Directors. No member shall actively solicit business from any other member at Chapter meetings without the approval from the Board of Directors.

### **Article X. PARLIAMENTARY PROCEDURE**

Meetings of the Chapter shall be governed by the rules contained in Robert's Rules of Order (newly revised) in all cases to which they are applicable and in which they are consistent with the Law and the Bylaws of the Chapter.

### **Article XI. AMENDMENT OF BYLAWS**

The Bylaws may be amended by a majority vote of the members present at any board meeting at which a quorum exists and in which required notice has been met, provided that no such amendment shall be effective unless and until approved by the SHRM President/CEO or designee as being in furtherance of the purposes of the SHRM and not in conflict with SHRM bylaws. Any motion to amend the bylaws shall clearly state that it is not effective unless and until approved by the SHRM President/CEO or designee.

### **Article XII. CHAPTER DISSOLUTION**

In the event of the chapter's dissolution, the remaining monies in the Treasury, after chapter expenses have been paid, will be contributed to an organization decided upon by the Board of Directors at the time of dissolution (e.g. the SHRM Foundation, a local student chapter, the State Council, an HR degree program, or other such organization or charity with purposes consistent with those of the Chapter).

### **Article XIII. WITHDRAWAL OF AFFILIATED CHAPTER STATUS**

Affiliated chapter status may be withdrawn by the President/CEO of SHRM or designee as a representative of the SHRM Board of Directors upon finding that the activities of the Chapter are inconsistent with or contrary to the best interests of SHRM. Prior to withdrawal of such status, the Chapter shall have an opportunity to review a written statement of the reasons for such proposed withdrawal and an opportunity to provide the SHRM Board of Directors with a written response to such a proposal within a thirty (30) day period. In addition, when the Chapter fails to maintain the required affiliation standards as set forth by the SHRM Board of Directors, it is subject to immediate disaffiliation by SHRM. After withdrawal of Chapter status, the SHRM Board of Directors may cause a new Chapter to be created, or, with the consent of the President/CEO of SHRM and the consent of the body which has had Chapter status withdrawn, may re-confer Chapter status upon such body.

**Ratified by the Chapter and signed by:**

Chapter President: *Patty Hickok*  
Patty Hickok, SHRM, SCP, SPHR, GPHR

Date: 10/24/2023

Approved by: *[Signature]*  
SHRM President/CEO or President/CEO Designee

Date: 10/11/2023

## Documentation Retention

Necessary records and documents of ASHRM form the history of the chapter and must be adequately protected and maintained. Elimination of records that are no longer needed by ASHRM or are of no value are to be discarded or archived at the proper time in line with good association management business practices. Form of the records, whether hard copy (paper) or electronically stored, are equally affected by these terms of records management. With electronic records, a backup plan is advised. Email is a kind of document covered by this policy. Stating ASHRM's policy on records retention is in keeping with the IRS Form 990 filing.

The Document Retention and Destruction Policy identifies the record retention responsibilities of volunteer committee members, members of the board of directors, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records. It sets guidelines and facilitates directors' and officers' fulfillment of the duty of care, establishes transparency, and ensures compliance.

The organization's volunteers, members of the board of directors, volunteer committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

- a. Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by the respective board members on the NHRMA website under the Board Members Only section;
- b. All other paper documents will be destroyed after three years;
- c. All other electronic documents including email will be deleted from all individual computers, data bases, networks, and back-up storage after one year;
- d. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation; and
- e. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards.

The following retention schedule, adapted from the National Council of Nonprofits, indicates the minimum retention requirements:

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	3 years
Bank statements	3 years

Chapter charter and/or bylaws	Permanently
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Determination letter for income tax exemption	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Volunteer and employment applications	3 years
Expense statements and receipts	7 years
Year-end financial statements	Permanently

## Parliamentary Procedure at a Glance

### PARLIAMENTARY PROCEDURE AT A GLANCE (Source: Anonymous)

To do this <sup>1</sup>	You say this:	May you interrupt the speaker?	Must you be seconded?	Is the motion debatable?	Is the motion? amenable?	What vote is required?
Adjourn the meeting	"I move that we adjourn."	no	yes	no	no	majority vote
Recess the meeting	"I move that we recess until..."	no	yes	no	yes	majority vote required
Complain about noise, room temperature, etc.	"Point of privilege."	yes	no	no <sup>2</sup>	no	none <sup>3</sup>
Suspend further consideration about something	"I move we table it."	no	yes	no	no	majority vote required
End debate	"I move the Previous question."	no	yes	yes	yes	two-thirds vote required
Postpone consideration required of something	"I move we postpone the matter until..."	no	yes	yes	yes	two-thirds vote
Object to a procedure or to a personal affront	"Point of order."	yes	no	no	no	none, chair decides
Request information	"Point of information."	If urgent, yes	no	no	no	none
Ask for a vote by actual count to verify a voice	"I call for a division of the house."	no <sup>2</sup>	no	no	no	none unless someone vote objects <sup>3</sup>
Object to considering some undiplomatic or improper matter	"I object to consideration of this question."	yes	no	no	no	two-thirds vote required
Take up a matter previously tabled	"I move we take from the table..."	no	yes	no	no	majority vote required
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	yes	yes	if the original motion was debatable, yes	no	majority vote required
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	no	yes	no	no	two-thirds vote required
Have something studied further	"I move we refer this matter to a committee."	no	yes	yes	yes	majority vote required
Amend a motion	"I move this motion be amended by..."	no	yes	yes	yes	majority vote required
Introduce business	"I move that..."	no	yes	yes		

<sup>1</sup> The motions or pints above are listed in established order or precedence. When any one of them is pending, you may not introduce another that is listed below it. But you, may introduce another that is listed above it.

<sup>2</sup> In this case, any resulting motion is debatable.

<sup>3</sup> Chair decides.

# SHRM Code of Ethics

As Amended 11/21/2014

## PROFESSIONAL RESPONSIBILITY

### Core Principle

As HR professionals, we are responsible for adding value to the organizations we serve and contributing to the ethical success of those organizations. We accept professional responsibility for our individual decisions and actions. We are also advocates for the profession by engaging in activities that enhance its credibility and value.

### Intent

- ▲ To build respect, credibility and strategic importance for the HR profession within our organizations, the business community, and the communities in which we work.
- ▲ To assist the organizations we serve in achieving their objectives and goals.
- ▲ To inform and educate current and future practitioners, the organizations we serve, and the general public about principles and practices that help the profession.
- ▲ To positively influence workplace and recruitment practices.
- ▲ To encourage professional decision-making and responsibility.
- ▲ To encourage social responsibility.

### Guidelines

- ▲ Adhere to the highest standards of ethical and professional behavior.
- ▲ Measure the effectiveness of HR in contributing to or achieving organizational goals.
- ▲ Comply with the law.
- ▲ Work consistent with the values of the profession.
- ▲ Strive to achieve the highest levels of service, performance and social responsibility.
- ▲ Advocate for the appropriate use and appreciation of human beings as employees.
- ▲ Advocate openly and within the established forums for debate in order to influence decision-making and results.



## PROFESSIONAL DEVELOPMENT

### Core Principle

As professionals we must strive to meet the highest standards of competence and commit to strengthen our competencies on a continuous basis.

### Intent

To expand our knowledge of human resource management to further our understanding of how our organizations function.

To advance our understanding of how organizations work ("the business of the business").

### Guidelines

- ▲ Pursue formal academic opportunities.
- ▲ Commit to continuous learning, skills development and application of new knowledge related to both human resource management and the organizations we serve.
- ▲ Contribute to the body of knowledge, the evolution of the profession and the growth of individuals through teaching, research and dissemination of knowledge.
- ▲ Pursue certification where available, or comparable measures of competencies and knowledge.

## ETHICAL LEADERSHIP

### Core Principle

HR professionals are expected to exhibit individual leadership as a role model for maintaining the highest standards of ethical conduct.

### Intent

- ▲ To set the standard and be an example for others.
- ▲ To earn individual respect and increase our credibility with those we serve.

### Guidelines

- ▲ Be ethical; act ethically in every professional interaction.
- ▲ Question pending individual and group actions when necessary to ensure that decisions are ethical and are implemented in an ethical manner.
- ▲ Seek expert guidance if ever in doubt about the ethical propriety of a situation.
- ▲ Through teaching and mentoring, champion the development of others as ethical leaders in the profession and in organizations.

## **FAIRNESS AND JUSTICE**

### **Core Principle**

As human resource professionals, we are ethically responsible for promoting and fostering fairness and justice for all employees and their organizations.

### **Intent**

To create and sustain an environment that encourages all individuals and the organization to reach their fullest potential in a positive and productive manner.

### **Guidelines**

- ▲ Respect the uniqueness and intrinsic worth of every individual.
- ▲ Treat people with dignity, respect and compassion to foster a trusting work environment free of harassment, intimidation, and unlawful discrimination.
- ▲ Ensure that everyone has the opportunity to develop their skills and new competencies.
- ▲ Assure an environment of inclusiveness and a commitment to diversity in the organizations we serve.
- ▲ Develop, administer and advocate policies and procedures that foster fair, consistent and equitable treatment for all.
- ▲ Regardless of personal interests, support decisions made by our organizations that are both ethical and legal.
- ▲ Act in a responsible manner and practice sound management in the country(ies) in which the organizations we serve operate.

## **CONFLICTS OF INTEREST**

### **Core Principle**

As HR professionals, we must maintain a high level of trust with our stakeholders. We must protect the interests of our stakeholders as well as our professional integrity and should not engage in activities that create actual, apparent, or potential conflicts of interest.

### **Intent**

To avoid activities that are in conflict or may appear to be in conflict with any of the provisions of this Code of Ethical and Professional Standards in Human Resource Management or with one's responsibilities and duties as a member of the human resource profession and/or as an employee of any organization.

### **Guidelines**

- ▲ Adhere to and advocate the use of published policies on conflicts of interest within your organization.
- ▲ Refrain from using your position for personal, material or financial gain or the appearance of such.
- ▲ Refrain from giving or seeking preferential treatment in the human resources processes.
- ▲ Prioritize your obligations to identify conflicts of interest or the appearance thereof; when conflicts arise, disclose them to relevant stakeholders.

## **USE OF INFORMATION**

### **Core Principle**

HR professionals consider and protect the rights of individuals, especially in the acquisition and dissemination of information while ensuring truthful communications and facilitating informed decision-making.

### **Intent**

To build trust among all organization constituents by maximizing the open exchange of information, while eliminating anxieties about inappropriate and/or inaccurate acquisition and sharing of information

### **Guidelines**

- ▲ Acquire and disseminate information through ethical and responsible means.
- ▲ Ensure only appropriate information is used in decisions affecting the employment relationship.
- ▲ Investigate the accuracy and source of information before allowing it to be used in employment related decisions.
- ▲ Maintain current and accurate HR information.
- ▲ Safeguard restricted or confidential information.
- ▲ Take appropriate steps to ensure the accuracy and completeness of all communicated information about HR policies and practices.
- ▲ Take appropriate steps to ensure the accuracy and completeness of all communicated information used in HR-related training.

# Oath for Installation of New Officers

## President's Oath and Charge of Office

(Officer's name), will you please rise and approach the podium? You have been constitutionally elected president of this chapter of the Society. It will be your duty to preside at meetings, to enforce impartially the bylaws of the chapter, to function in every respect as (your chapter's name) chief administrative, managerial and executive officer. You shall authorize all expenditures of the chapter funds upon approval of the Board of Directors. It will be your duty to guide the officers and directors in developing the chapter's aims and objectives. You are charged with the responsibility for the proper functioning of all committees. (Officer's name), you should at all times be watchful for activities, projects and programs which will be helpful to your officers, directors, chairpersons, members, chapter and the Society as a whole. You must become familiar with Roberts Rules of Order, the Society's and your chapter's bylaws. In the last analysis the ultimate success of this organization rests in your hands.

- ▲ (Officer's name), are you prepared to take the oath of office as president of (chapter's name)?
- ▲ Please raise your right hand and repeat after me the oath of office.
- ▲ In the presence of honored guests and the members here assembled
- ▲ I do solemnly promise and pledge
- ▲ that I will faithfully execute the duties of president of (your chapter name)
- ▲ to the best of my knowledge and ability,
- ▲ to commit myself to the Society's Code of Ethics,
- ▲ further the objectives of this chapter,
- ▲ and assume full responsibility for this honorable organization.

By the authority vested in me by the Society, I now proclaim you duly installed as president of (chapter's name). I congratulate you upon your election.

## Board of Directors

- ▲ Rather than install each officer individually, you may choose to bring the entire new board forward for this pledge that they say at the same time.
- ▲ In the presence of this company here assembled
- ▲ I do solemnly promise and pledge
- ▲ that I will faithfully discharge the duties of my role
- ▲ to the best of my knowledge and ability.
- ▲ I congratulate you upon your election.

# Chapter Leader Position Descriptions

## Awards & Recognition Committee Chair

Serves as the appointed member of the ASHRM Board of Directors to promote recognition of the Chapter and individual members for outstanding service.

### Responsibilities:

- ▲ Reviews and updates rewards and recognition programs as needed
- ▲ Coordinates and facilitates SHRM, NHRMA and ASHRM rewards programs via a committee composed of the President and this position. Awards includes:
  - NHRMA's Award program (<https://nhrma.shrm.org/awards>)
  - SHRM's Pinnacle Award
  - ASHRM Member of the Year
  - Other awards as approved by the ASHRM Board
- ▲ Maintain and update list of chapter and individual member awards
- ▲ Save all documentation related to the position in the box.net or other shared storage account
- ▲ Plan and develop social media calendar and postings for submission to webmaster
- ▲ Attend and participate in all scheduled chapter and Board meetings
- ▲ Participate in the development and implementation of short- and long-term strategy planning for the chapter
- ▲ Represent the chapter in the HR community
- ▲ Assist with other projects as requested

### Requirements:

- ▲ Remain an ASHRM member in good standing during the term of office
- ▲ Attend ASHRM functions and work in a consistent timely fashion
- ▲ SHRM or HRCI Certification preferred
- ▲ Must be willing to serve a two-year term beginning January 1

### Resources Available:

SHRM supplies online resources for Volunteer Leaders at <https://community.shrm.org/vlrc/home>

## Business Partnerships Director

### Functional Overview:

Identify and acquire business partners for chapter meetings and events who are willing to assist the chapter financially in return for an opportunity to promote their product or service to members. Conduct benchmarking and networking activities necessary for creating a viable business partner program.

### Responsibilities:

- ▲ Identify other opportunities for networking with area businesses and organizations to obtain sponsor leads
- ▲ Formulate and present standard proposals for business partnerships' terms and conditions to the chapter Board of Directors for pre-approval
- ▲ Create formal agreement including expectations and term of business partnership
- ▲ Communicate with the business partners, in writing, chapter expectations and limitations applicable to solicitation of members
- ▲ Communicate with the Treasurer to assure that funds are received and deposited in chapter account prior to function
- ▲ Communicate with the Program Chair to assure that business partnership activities are coordinated with the agreed upon event
- ▲ Follow up with the business partner, prior to the event, to assure all expectations (on both sides) are met
- ▲ Communicate with business partner following the event to determine if they were pleased with response and gauge future interest for other programs or events
- ▲ Save all documentation related to the position in the box.net or other shared storage account
- ▲ Plan and develop social media calendar and postings for submission to webmaster
- ▲ Attend and participate in all scheduled chapter and Board meetings
- ▲ Participate in the development and implementation of short- and long-term strategy planning for ASHRM
- ▲ Represent the chapter in the HR community
- ▲ Assist with other projects as requested

## College Relations Director

Manage college outreach efforts and support local university student chapters with attendance at their meetings, support for their programs and innovative programs and services.

### Responsibilities:

- ▲ Communicate with local faculty/colleges to provide classroom visits to discuss HR topics, the Chapter, SHRM membership, etc. Act as a resource to college students seeking a career in HR
- ▲ Recommend and support community service projects to be supported by the chapter
- ▲ Serve as ASHRM's liaison to the local Student Chapter(s)
- ▲ Help develop programs to enhance student involvement in chapter activities
- ▲ Support chapter advisor (as applicable) in the selection of students for chapter or regional recognition awards
- ▲ Participate in the development and implementation of short- and long-term strategy planning for the chapter
- ▲ Save all documentation related to the position in the box.net or other shared storage account
- ▲ Plan and develop social media calendar and postings for submission to webmaster
- ▲ Attend all monthly membership and Board of Directors meetings
- ▲ Represent the chapter in the HR community
- ▲ Assist with other projects as requested

### Requirements:

- ▲ Remain an ASHRM member in good standing during the term of office
- ▲ Attend ASRHM functions and work in a consistent timely fashion
- ▲ SHRM or HRCI Certification preferred
- ▲ Must be willing to serve a two-year term beginning January 1

### Resources Available:

SHRM supplies online resources for Volunteer Leaders at <https://community.shrm.org/vlrc/home>

## Diversity & Inclusion Director

Monitors and evaluates on a continuing basis local activities concerning diversity issues. Spearheads the effort to diversify the Chapter's membership/leadership and to publicize successful diversity programs in the local community.

### Responsibilities:

- ▲ Develop and/or distribute information and materials to chapter members to promote diversity in the workplace including a Diversity Moment prior to each board and membership meeting
- ▲ Identify individual month's diversity focus and create educational and marketing campaign around each topic
- ▲ Publicize to chapter members examples of successful diversity efforts being undertaken by chapter members in their particular workplaces
- ▲ Identify minorities and other individuals with diverse backgrounds in the local area who might be interested in joining the chapter
- ▲ Help identify both diversity programs/speakers for the annual diversity chapter program in coordination with the Programs and Seminars chair
- ▲ Network with other Diversity Directors from other chapters within the state and participate in Core Leadership Area webinars
- ▲ Save all documentation related to the position in the box.net or other shared storage account
- ▲ Plan and develop social media calendar and postings for submission to webmaster
- ▲ Attend and participate in all scheduled chapter and Board meetings.
- ▲ Participate in the development and implementation of short- and long-term strategy planning for the chapter.
- ▲ Represent the chapter in the HR community.
- ▲ Assist with other projects as requested.

### Requirements:

- ▲ Remain an ASHRM member in good standing during the term of office
- ▲ Attend ASHRM functions and work in a consistent timely fashion
- ▲ SHRM or HRCI Certification preferred
- ▲ Must be willing to serve a two-year term beginning January 1

### Resources Available:

SHRM supplies online resources for Volunteer Leaders at <https://community.shrm.org/vlrc/home>



## Education & Certification Director

Oversee and/or manage the education and certification activities of the Chapter to promote and advance the HR educational needs of both Chapter members and the general public. Encourage members to obtain professional certifications and strive to increase the number of certified chapter members who are certified by the Human Resource Certification Institute

### Responsibilities:

- ▲ Develop and facilitate study groups in preparation for the bi-annual HR certification exams:
- ▲ Develop and present materials on the benefits of certification
- ▲ Coordinate the study group logistics (e.g., scheduling, speakers, materials, facilities, etc.)
- ▲ Recruit, select, evaluate, and retain effective presenters
- ▲ Develop materials to promote ASHRM's certification study groups
- ▲ Track and monitor success-rate of study group attendees
- ▲ Provide recognition for newly certified Chapter members
- ▲ Develop, document, and maintain study group processes and procedures
- ▲ Develop and/or present materials on the recertification process and guidelines
- ▲ Coordinate with HRCI to obtain re-certification credits for ASHRM programs
- ▲ Assist President-Elect with the development and implementation of a Board Succession Plan.
- ▲ Track and report the number of certified Chapter members
- ▲ Develop, promote, and oversee ASHRM's certification scholarship program.
- ▲ Work with the Liaison, Programs, and Public Relations Chairs to develop and/or promote educational events that contribute towards mastery of the HR body of knowledge.
- ▲ Develop and maintain written procedures and a record of Education & Certification activities.
- ▲ Effectively transition knowledge and documentation to the incoming Director.
- ▲ Coordinate and maintain a recognition program to recognize newly certified members at monthly membership meetings.
- ▲ Notify the Vice President of Membership of all newly certified members.

- ▲ Save all documentation related to the position in the box.net or other shared storage account
- ▲ Plan and develop social media calendar and postings for submission to webmaster
- ▲ Maintain communication with the State Council Certification Director and the Human Resource Certification Institute staff as needed.
- ▲ Attend all monthly membership and Board of Directors meetings.
- ▲ Participate in the development and implementation of short-and long-term strategy planning for the chapter.
- ▲ Represent the chapter in the HR community.
- ▲ Assist with other projects as requested.

**Requirements:**

- ▲ Remain an ASHRM member in good standing during the term of office
- ▲ Attend ASRHM functions and work in a consistent timely fashion
- ▲ SHRM or HRCI Certification preferred
- ▲ Must be willing to serve a two-year term beginning January 1

**Resources Available:**

SHRM supplies online resources for Volunteer Leaders at <https://community.shrm.org/vlrc/home>

## Legislative/Government Affairs Director

### Functional Overview:

Serve as an elected member of the ASHRM Chapter leadership. Monitor and evaluate 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. Present a legislative report or update to the Board, Chapter President and fellow chapter members as appropriate. Inform elected officials of SHRM's position on legislation affecting the human resources profession. Work in close cooperation with the Alaska State Council and national SHRM staff in carrying out these tasks.

### Responsibilities:

- ▲ Attend and participate in all scheduled chapter meetings
- ▲ Provide a legislative affairs report to members at chapter meetings, as applicable
- ▲ Maintain contact with state legislators and Member of Congress
- ▲ Monitor state and local government activities and provide timely information on public policy issues to the chapter president, state council legislative affairs director, and the SHRM's Government Affairs Department
- ▲ Encourage chapter members to respond to legislative alerts issued by SHRM's Government Affairs Team
- ▲ Work in close cooperation with the state council legislative affairs director and SHRM's Government Affairs Department
- ▲ Serve as an advocate at chapter activities or other professional meetings
- ▲ Develop and support workshops and seminars that address public affairs issues as part of the regular chapter programming
- ▲ Respond to any other requirements of the chapter president and state council legislative affairs director
- ▲ Inform chapter members about SHRM's Advocacy Team (A-Team) program and how to use the letter-writing feature of the HR Policy Action Center under the "Legal Issues & Public Policy" tab on the SHRM website
- ▲ Promote within the chapter increased knowledge and activities for influencing legislation
- ▲ Write regular legislative updates for chapter newsletter
- ▲ Participate in the SHRM Government Affairs Core Leadership Area conference calls and webcasts
- ▲ Participate in the development and implementation of short-and long-term strategic planning for the chapter
- ▲ Save all documentation related to the position in the box.net or other shared storage account

- ▲ Plan and develop social media calendar and postings for submission to webmaster
- ▲ Represent the chapter in the human resources community
- ▲ Attend all monthly membership and board of directors meetings

**Requirements:**

- ▲ Remain an ASHRM member in good standing during the term of office
- ▲ Attend ASRHM functions and work in a consistent timely fashion
- ▲ SHRM or HRCI Certification preferred
- ▲ Must be willing to serve a two-year term beginning January 1

**Resources Available:**

SHRM supplies online resources for Volunteer Leaders at <https://community.shrm.org/vlrc/home>

Understanding the Role (2022) <https://vlrc.shrm.org/s/article/Understanding-the-Legislative-Director-Role>

# Hospitality Chair

## Functional Overview:

Welcome new members into the chapter and help coordinate the logistics of monthly membership meetings.

## Responsibilities:

- ▲ Greet all guests at monthly membership meetings upon registration
- ▲ Ensure each new member is personally welcomed by the board and introduced at membership meetings. This may include organizing a “buddy system.”
- ▲ Coordinate with membership for at-large member conversions or new membership
- ▲ Prepare name badges from the registration roster prior to the meeting
- ▲ Ensure up to date name badges are provided at monthly meetings and seminars
- ▲ Coordinate the Hospitality Committee and assure that at least two committee members are at each meeting to check in members and guests
- ▲ Attend and participate in all scheduled chapter and Board meetings
- ▲ Participate in the development and implementation of short- and long-term strategy planning for the chapter
- ▲ Represent the chapter in the HR community
- ▲ Assist with other projects as requested

## Requirements:

- ▲ Remain an ASHRM member in good standing during the term of office
- ▲ Attend ASRHM functions and work in a consistent timely fashion
- ▲ SHRM or HRCI Certification preferred
- ▲ Must be willing to serve a two-year term beginning January 1

## Resources Available:

SHRM supplies online resources for Volunteer Leaders at <https://community.shrm.org/vlrc/home>

## MatSu MSA Area Director

### Functional Overview:

Serve as liaison between the Anchorage Board of Director and the MatSu members.

### Responsibilities:

- ▲ Serves as an Officer and voting member of the ASHRM Board of Directors and attend and participate in all meetings of the Board
- ▲ Represents the interests of the area represented
- ▲ Encourages MSA and SHRM membership growth and provide suggestions and feedback for activities needed by area membership
- ▲ Represent the chapter in the HR community
- ▲ Assist with other projects as requested

### Requirements:

- ▲ Remain an ASHRM member in good standing during the term of office
- ▲ Attend ASRHM functions and work in a consistent timely fashion
- ▲ SHRM or HRCI Certification preferred
- ▲ Must be willing to serve a one-year term beginning January 1

### Resources Available:

SHRM supplies online resources for Volunteer Leaders at <https://vlrc.shrm.org/s/>

# Membership Director

## Functional Overview:

Manage the membership function to successfully achieve an increase in chapter membership.

## Responsibilities:

- ▲ Keep an up-to-date roster of names and addresses of all chapter members, at large members and non-members being targeted for membership. If addresses are changed, notify SHRM headquarters
- ▲ Host coffee meetings for new members 10 times per year
- ▲ Obtain monthly membership lists from SHRM membership for internal and annual audit
- ▲ Handle all correspondence in relation to SHRM membership applications and forward all applications to SHRM upon receipt
- ▲ Plan and execute a membership drive, which can be in conjunction with the Alaska State Council and other sponsored events
- ▲ Maintain monthly non-member sign-up sheets at luncheons
- ▲ Follow up to encourage non-members and luncheon guests to become a member
- ▲ Maintain supplies of membership materials and have them ready at each luncheon: applications, informational brochures, etc.
- ▲ Carry out ad hoc assignments of President (e.g., membership promotion)
- ▲ Plan prospective member events
- ▲ Participate in SHRM's Core Leadership Area Membership webinars
- ▲ Save all documentation related to the position in the box.net or other shared storage account
- ▲ Plan and develop social media calendar and postings for submission to webmaster and social media
- ▲ Develop dynamic regular communication to new members, and members whose accounts are expiring
- ▲ Attend and participate in all scheduled chapter and Board meetings
- ▲ Participate in the development and implementation of short- and long-term strategy planning for the chapter
- ▲ Represent the chapter in the HR community
- ▲ Assist with other projects as requested

- ▲ Increase membership by 5% and student membership 25% (annually)

**Requirements:**

- ▲ Remain an ASHRM member in good standing during the term of office
- ▲ Attend ASRHM functions and work in a consistent timely fashion
- ▲ SHRM or HRCI Certification preferred
- ▲ Must be willing to serve a two-year term beginning January 1

**Resources Available:**

SHRM supplies online resources for Volunteer Leaders at <https://community.shrm.org/vlrc/home>



# President

## Functional Overview:

Provide leadership to the local chapter consistent with state, regional, and SHRM policy, strategies and objectives. Effectively operate the chapter so that the needs of the members are met. Perform other duties as required by the local chapter's bylaws. Serve as a voting member of the state council.

## Responsible To:

- ▲ The members of the chapter
- ▲ The state council director

## Responsibilities:

- ▲ Conduct the business of the chapter in accordance with the chapter bylaws and serve as chairperson of the chapter's board of directors.
  - o Become familiar with chapter bylaws
  - o Become familiar with Robert's Rules of Order
  - o Become familiar with SHRM's chapter structure
  - o Become familiar with SHRM's chapter programs and awards, including but not limited to
    - dual membership and SHRM membership payment program to chapter, Affiliate Management Portal (online)
    - annual requirements to SHRM (CLIF – Chapter Leader Information Form, EXCEL Award requirements, SHRM Foundation donation, SHAPE program)
    - Promotion of SHRM annual conference, SHRM Certification, SHRM dual membership, and other SHRM programs as needed
- ▲ Preside over the activities of all officers and directors, as well as standing committees, to ensure the accomplishment of chapter goals, objectives, and strategies.
  - o Establish chapter goals in conjunction with individual board positions
  - o Review ASHRM Board Manual to get familiar with key information and make updates as needed
  - o Provide guidance to new board members on the goals for their positions and how to achieve them
- ▲ Monitor the use, accounting, and handling of the chapter funds.
  - o Ensure transition of bank account annually (remove Past-President, add President, and change Treasurer, as needed)
  - o Ensure that chapter investments with WellsFargo Advisors are reviewed annually
  - o Prepare annual budget in coordination with board members, as applicable, present at strategic board meeting and get board approval
  - o Be a steward of chapter funds
- ▲ Chair all meetings of chapter officers and members.
  - o Schedule monthly board meetings
  - o Work in conjunction with secretary to prepare board meeting agenda and materials
  - o Prepare board meeting materials, as needed
  - o Ensure that board meeting minutes are approved
- ▲ Participate in/Lead the development and implementation of short- and long-term strategic planning for the chapter.
  - o Become familiar with SHRM's VLRC (Volunteer Leader Resource Center) and the planning materials for chapter operations - <https://vlrc.shrm.org/s/topic/0TO1T000000cDrWWAU/chapter-business-operations>
  - o Examples

- SHAPE – SHRM Affiliate Program for Excellence
  - EXCEL Award –
  - Chapter Activities by Month -  
<https://vlrc.shrm.org/s/article/Chapter-Activities-by-Month-2022>
  - Field Service Director
- ▲ Coordinate or work in conjunction with President-Elect on the following year’s board recruitment
    - o June – determine roles that are up for re-election or where individuals are not pursuing a second term
    - o July – marketing of recruitment for the board
    - o August – board elections
    - o September – Announce new board, introduce new board members to incumbents to start transitioning
    - o November – submit Chapter Leadership Information Form to SHRM
  - ▲ Represent the chapter in the human resources community.
    - o Host the monthly programs, either virtually or in person or designate an alternate
  - ▲ Attend state council meetings and actively participate in state council matters. Provide information to the state council as an elected representative of the chapter. Appoint a proxy to attend state council meetings when unable to attend.

**Requirements:**

- ▲ Remain an ASHRM member in good standing during the term of office
- ▲ Attend ASRHM functions and work in a consistent timely fashion
- ▲ SHRM or HRCI Certification preferred
- ▲ Must be willing to serve a one-year term beginning January 1

**Resources Available:**

SHRM provides a myriad of resources to help new Presidents get familiar with their deliverables. SHRM supplies online resources for Volunteer Leaders at <https://vlrc.shrm.org/s/>

# President Elect

## Functional Overview:

Assist the President in overseeing all activities of the chapter. In the absence of the President, perform all the Presidential responsibilities.

## Responsibilities:

- ▲ Perform all special projects as assigned by the President and/or approved by the board
- ▲ Serves as a voting member of the ASHRM Board of Directors and is expected to attend and participate in all meetings of the Board
- ▲ Upon request, assist all officers in performing their responsibilities
- ▲ Attend (and preside over, if necessary) all monthly membership and Board of Director meetings
- ▲ At the request of the President, or in his/her absence or disability, may perform any of the duties of the President
- ▲ Serve as the Vice President of Programs in absence of a Programs Chair; this responsibility includes oversight of all programs conducted at all regular meetings of the members, social functions, and any workshops and/or seminars sponsored by the Chapter as determined by the President and the Board
- ▲ Attend mentoring meetings with Board members and volunteers as requested
- ▲ Participate in the development and implementation of short- and long-term strategy planning for the chapter
- ▲ Represent the chapter in the Human Resources community
- ▲ Attend the annual SHRM Leadership Conference in November

## Requirements:

- ▲ Remain an ASHRM member in good standing during the term of office
- ▲ Attend ASRHM functions and work in a consistent timely fashion
- ▲ SHRM or HRCI Certification preferred
- ▲ Must be willing to serve a two-year term beginning January 1

Resources Available:

# Programs Director

## Functional Overview:

Manage the activities of the Program Committee to provide monthly and satellite programs for the chapter membership.

## Responsibilities:

- ▲ Seeks topics and speakers for monthly and ad hoc program in order to provide information on topics of broad interest to chapter members
- ▲ Coordinates contract with venue
- ▲ Coordinate efforts with other chapter board members to best serve the membership
- ▲ Contact potential speakers and make arrangements for selected meetings
- ▲ Write articles and create other promotional materials describing scheduled programs
- ▲ Coordinate with the speakers and the meeting location to ensure all equipment, food and other needs are met
- ▲ Review all preparations for meetings to ensure that meetings run smoothly
- ▲ Review program evaluation forms to plan future events
- ▲ Introduces speaker at every luncheon
- ▲ Save all documentation related to the position in the box.net or other shared storage account
- ▲ Plan and develop social media calendar and postings for submission to webmaster
- ▲ Attend and participate in all scheduled chapter and Board meetings
- ▲ Participate in the development and implementation of short- and long-term strategy planning for the chapter
- ▲ Represent the chapter in the HR community
- ▲ Assist with other projects as requested

## Requirements:

- ▲ Remain an ASHRM member in good standing during the term of office
- ▲ Attend ASHRM functions and work in a consistent timely fashion

▲ SHRM or HRCI Certification preferred

▲ Must be willing to serve a two-year term beginning January 1

**Resources Available:**

SHRM supplies online resources for Volunteer Leaders at <https://community.shrm.org/vlrc/home>

# Public Relations Director

## Functional Overview:

Provide timely and comprehensive information to chapter members about programs, workshops, and other matters of interest via state or chapter publications and social media. Create and maintain a favorable image of the chapter working for the professional development of its members by: (a) keeping membership informed of chapter projects, activities and upcoming meetings, and (b) disseminating relevant professional information viewed as beneficial to the members.

## Responsibilities:

- ▲ Direct all the marketing and public relations activities of the chapter in coordination with the chapter President (including branding)
  - Develop a social media calendar to align PR with BoD goals and initiatives
  - Increase LinkedIn utilization by 10% (51 new followers) by Qtr 2
- ▲ Develop and distribute announcements to ASHRM membership
- ▲ Create monthly recurring PowerPoint to share with membership prior to each luncheon
- ▲ Work with Board of Directors to write, edit, and submit content to the State Council Communications Director for dissemination
- ▲ Oversees and schedules eBlasts (2 maximum per quarter) to reach persons in the geographic region who are not ASHRM members
- ▲ Work with Board of Directors to write, edit, and submit content to the NHRMA Communications Director for dissemination
- ▲ Creates media-ready posts on upcoming events
  - Publish at least 3 times monthly on LinkedIn and Facebook
  - Highlight a board member, one per month, emphasizing their professional and personal achievements in the HR community
- ▲ Identifies available technology to schedule posts at least a month in advance
- ▲ Attend and participate in all scheduled chapter and Board meetings
- ▲ Participate in the development and implementation of short-and long-term strategy planning for the chapter
- ▲ Represent the chapter in the HR community
- ▲ Assist with other projects as requested

## Requirements:

- ▲ Remain an ASHRM member in good standing during the term of office
- ▲ Attend ASHRM functions and work in a consistent timely fashion

- ▲ SHRM or HRCI Certification preferred
- ▲ Must be willing to serve a two-year term beginning January 1
- ▲ Must have effective business writing skills
- ▲ Must be computer literate and proficient with websites and social media
- ▲ Some experience in publication is helpful

**Resources Available:**

SHRM supplies online resources for Volunteer Leaders at <https://community.shrm.org/vlrc/home>

## Membership Director

### Functional Overview:

Manage the membership function to successfully achieve an increase in chapter membership.

### Responsibilities:

- ▲ Keep an up-to-date roster of names and addresses of all chapter members, at large members and non-members being targeted for membership. If addresses are changed, notify SHRM headquarters
- ▲ Obtain monthly membership lists from SHRM membership for internal and annual audit
- ▲ Handle all correspondence in relation to SHRM membership applications and forward all applications to SHRM upon receipt
- ▲ Plan and execute a membership drive, which can be in conjunction with the Alaska State Council and other sponsored events
- ▲ Maintain monthly non-member sign-up sheets at luncheons
- ▲ Follow up to encourage non-members and luncheon guests to become a member
- ▲ Maintain supplies of membership materials and have them ready at each luncheon: applications, informational brochures, etc.
- ▲ Carry out ad hoc assignments of President (e.g., membership promotion)
- ▲ Plan prospective member events
- ▲ Participate in SHRM's Core Leadership Area Membership webinars
- ▲ Save all documentation related to the position in the box.net or other shared storage account
- ▲ Plan and develop social media calendar and postings for submission to webmaster
- ▲ Attend and participate in all scheduled chapter and Board meetings
- ▲ Participate in the development and implementation of short- and long-term strategy planning for the chapter
- ▲ Represent the chapter in the HR community
- ▲ Assist with other projects as requested

### Requirements:

- ▲ Remain an ASHRM member in good standing during the term of office
- ▲ Attend ASHRM functions and work in a consistent timely fashion



▲ SHRM or HRCI Certification preferred

▲ Must be willing to serve a two-year term beginning January 1

**Resources Available:**

SHRM supplies online resources for Volunteer Leaders at <https://community.shrm.org/vlrc/home>

# SHRM Foundation Director

## Functional Overview:

Educates, promotes and represents the interest of the SHRM Foundation and its activities to the local chapter including fundraising, education, and championing the Foundation.

## Responsibilities:

- ▲ Educates the Chapter membership regarding the existence, purpose and ongoing activities of the SHRM foundation
- ▲ Encourages the Chapter membership to contribute financially to the SHRM Foundation as a show of support for the human resource profession
- ▲ Tracks and ensures that an annual donation is made to the SHRM Foundation by the chapter
- ▲ Advises and updates the Chapter membership of the Foundation's activities and fund-raising needs
- ▲ Save all documentation related to the position in the box.net or other shared storage account
- ▲ Plan and develop social media calendar and postings for submission to webmaster
- ▲ Attend all monthly membership and Board of Directors meetings
- ▲ Participate in the development and implementation of short-term and long-term strategy planning for the chapter
- ▲ Represent the chapter in the HR community
- ▲ Assist with other projects as requested

## Requirements:

- ▲ Remain an ASHRM member in good standing during the term of office
- ▲ Attend ASRHM functions and work in a consistent timely fashion
- ▲ SHRM or HRCI Certification preferred
- ▲ Must be willing to serve a two-year term beginning January 1

## Resources Available:

SHRM supplies online resources for Volunteer Leaders at <https://community.shrm.org/vlrc/home>

# Webmaster

**Functional Overview:**

Maintain chapter website through coordination with the ASHRM Board of Directors in accordance with SHRM guidelines for branding.

**Responsibilities:**

- ▲ Maintain domain name registration
- ▲ Maintain and monitor website to ensure stability and functionality
- ▲ In coordination with Board of Directors' activities, edit web pages, post PDF and other files, create new links, post SHRM and chapter information as needed to keep website current
- ▲ Post community submitted jobs to the website
- ▲ Respond to member questions and problems regarding web site or request in a timely manner
- ▲ Save all documentation related to the position in the box.net or other shared storage account
- ▲ Attend monthly Board of Directors meetings
- ▲ Participate in the development and implementation of short-and long-term strategy planning for the chapter
- ▲ Represent the chapter in the HR community
- ▲ Assist with other projects as requested

**Requirements:**

- ▲ Remain an ASHRM member in good standing during the term of office
- ▲ Attend ASRHM functions and work in a consistent timely fashion
- ▲ SHRM or HRCI Certification preferred
- ▲ Must be willing to serve a two-year term beginning January 1

**Resources Available:**

SHRM supplies online resources for Volunteer Leaders at <https://community.shrm.org/vlrc/home>

# Workforce Readiness Director

## Functional Overview:

Monitors and evaluates on a continuing basis local activities concerning workforce readiness issues and plans and encourages chapter involvement and activities impacting the workforce readiness arena. Presents a report or update to the chapter president and fellow chapter members. Works in cooperation with state-level workforce readiness advocates.

## Responsibilities:

- ▲ Serve as an advocate and program coordinator for workforce readiness chapter activities
- ▲ Partner with local educational institutions or local workforce readiness coordinators in the community 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
- ▲ Work in close cooperation with state workforce readiness director
- ▲ In coordination with Programs, suggests, develop and support workshops and seminars that address workforce readiness issues
- ▲ Save all documentation related to the position in the box.net or other shared storage account
- ▲ Plan and develop social media calendar and postings for submission to webmaster
- ▲ Attend and participate in all scheduled chapter and Board meetings
- ▲ Participates in the development and implementation of short- and long-term strategy planning for ASHRM
- ▲ Represents the chapter in the HR community
- ▲ Assists with other projects as requested

## Requirements:

- ▲ Remain an ASHRM member in good standing during the term of office
- ▲ Attend ASHRM functions and work in a consistent timely fashion
- ▲ SHRM or HRCI Certification preferred
- ▲ Must be willing to serve a two-year term beginning January 1

**Resources Available:**

SHRM supplies online resources for Volunteer Leaders at <https://community.shrm.org/vlrc/home>

# Secretary

## Functional Overview:

Oversee and manage the administrative activities of the chapter to ensure timely and effective documentation of chapter information.

## Responsibilities:

- ▲ Serves as an Officer and voting member of the ASHRM Board of Directors and attend and participate in all meetings of the Board
- ▲ Issue notice of Board of Directors' meetings and distributes agenda for such meetings via email
- ▲ Provide accurate records of all Board meetings
- ▲ File in the Chapter Administration Guide or other permanent record:
  - Those original chapter bylaws and dated copies of each amendment to those bylaws
  - A list of current officers, committee members, and general members
  - Copies of all chapter publications
- ▲ Save all documentation related to the position in the box.net or other shared storage account
- ▲ Attend all monthly membership and Board of Directors meetings
- ▲ Participate in the development and implementation of short- and long-term strategy planning for the chapter
- ▲ Represent the chapter in the HR community
- ▲ Assist with other projects as requested

## Requirements:

- ▲ Remain an ASHRM member in good standing during the term of office
- ▲ Attend ASRHM functions and work in a consistent timely fashion
- ▲ SHRM or HRCI Certification preferred
- ▲ Must be willing to serve a one-year term beginning January 1

## Resources Available:

SHRM supplies online resources for Volunteer Leaders at <https://community.shrm.org/vlrc/home>

# Treasurer

## Functional Overview:

Act as financial officer and advisor to the chapter Board of Directors. Check the chapter mailbox at least weekly and distribute mail to the appropriate officer, director, or chair. Files appropriate forms and information with the IRS. Ensures Directors and Officers insurance, investment accounts and bank signatures are renewed and/or in order. Provides monthly treasurer's report for board review of income and expenses. Cooperates and participates in internal audits (reviews), as requested by the President. Updates the Board on annual progress by providing quarterly Budget to Date reports on programs and initiatives.

## Responsibilities:

- ▲ Bank account transition at the beginning of each year (new signature cards)
- ▲ Investment account transition at the beginning of each year (and investments review)
- ▲ File appropriate forms and information with IRS
- ▲ Ensures annual Directors and Officers insurance policy is renewed
- ▲ Assess the financial implications of proposed actions by the Board of Directors and inform the committee prior to final decisions being made
- ▲ Observe the financial direction of the chapter, recognize possible financial problems, and bring such problems to the attention of the Board of Directors for action
- ▲ Provide monthly financial statements and quarterly reports to the Board of Directors
- ▲ Maintain accurate financial records for distribution to Board and Members
- ▲ Deposit all monies in ASHRM Bank Account in an expedient manner
- ▲ Sign checks and make sure invoices are paid
- ▲ Receive, hold, and safeguard in the capacity of trustee and financial agent, all funds for the chapter
- ▲ Disperse such funds only for normal and usual uses unless the Chapter's Board of Directors shall otherwise direct
- ▲ Receive monies at monthly luncheons (as applicable) and deposit in ASHRM Bank Account
- ▲ Monitors SHRM's Chapter Financial Support Program (CFSP) quarterly payments (total of \$25 per professional member, per year)
- ▲ Check the chapter mailbox at least weekly and distributes mail to the appropriate officer, director, or chair

## Requirements:

- ▲ Remain an ASHRM member in good standing during the term of office
- ▲ Attend ASRHM functions and work in a consistent timely fashion
- ▲ SHRM or HRCI Certification preferred
- ▲ Must be willing to serve a two-year term beginning January 1

**Resources Available:** SHRM supplies online resources for Volunteer Leaders at <https://community.shrm.org/vlrc/home>



# ASHRM Past-Presidents

We thank and honor the ASHRM presidents throughout the chapter's history:

▲ 1974	Chapter founded	▲ 2009	Terry McConnell
▲ 1974-1995	Unknown	▲ 2010	Nancy Miller
▲ 1996	Kristi Acuff	▲ 2011	Heather Kinzie
▲ 1997	Julie Drennan	▲ 2012	Kate Young
▲ 1998	Sandy Allen	▲ 2013	Paul Bauer
▲ 1999	Mary Beth Oulliber	▲ 2014	Molly Webb
▲ 2000	Susan Denison	▲ 2015	Patty Billingsley
▲ 2001	GayDell Trumblee	▲ 2016	Michael Ward
▲ 2002	Bosco Baldwin	▲ 2017	Ann Kjera
▲ 2003	Sharon Chriss	▲ 2018	Molly Webb*
▲ 2004	Janet Waldron	▲ 2019	Patty Hickok*
▲ 2005	Mary Tesch	▲ 2020	Nancy Miller*
▲ 2006	Christine McAlpine	▲ 2021	Jillian Caswell
▲ 2007	Cara Fox	▲ 2022	Patty Hickok
▲ 2008	Patty Hickok	▲ 2023	Patty Hickok**
		▲ 2024	Christopher St. John

\*Two-time President | \*\*Four-time President

# SHRM Glossary of Terms

This listing of terms and acronyms is made available to provide a better understanding of SHRM's volunteer leader structure (including former terms used). For more information, please visit the online [Volunteer Leader Resource Center](#) or contact your FSD [Field Services Director \(FSD\)](#) for assistance.

Term/Acronym		Definition
100% Chapter	100% Chapter	Chapter requires 100% of its chapter members to be SHRM national members. 100% Chapters receive \$25 CFSP per dual member, while Non-100% Chapters receive \$10. As of April 2023, DMR Chapters receive \$30 per dual member. 100% Chapters also receive 2 eBlasts per quarter instead of 1. 100% chapters are entitled to one free SHRM Speaker's Bureau Affiliate Speaker including travel expenses (excluding Executives, and external speakers)
A-Team	Advocacy Team	SHRM's network of committed volunteers who serve as the "go-to" people for lawmakers and their staff on workforce-related issues.
<i>Alaska Chapters &amp; Council</i>	<i>ASHRM and ASSC</i>	Alaska has a state council, ASSC. Anchorage has a chapter, ASHRM, 1 of 3 professional chapters in Alaska. There are 3 student chapters in Alaska. See <a href="https://alaska.shrm.org/">https://alaska.shrm.org/</a> for ASSC; see <a href="https://ashrm57216.wildapricot.org/event-5471589">https://ashrm57216.wildapricot.org/event-5471589</a> or <a href="http://shrmalaska.org">http://shrmalaska.org</a> for ASHRM.
AMP	Affiliate Management Portal	Web page where Affiliates can obtain key real-time reports and information related to their chapter. Only available to Dual Member Release Chapters at this time.
Affiliation Percentage	Affiliation Percentage	Percentage of Chapter members who are also SHRM members. A Chapter must meet and maintain the minimum SHRM chapter membership affiliation requirements pertaining to the chapter. Based on when the chapter was chartered and if it is a 100% chapter. (Outlined in Chapter SHAPE Workbook located on VLRC.)
At-Large	At-Large Member	A member of SHRM national who is not a member of a SHRM-affiliated chapter.
BASK	SHRM Body of Applied Skills and Knowledge	Documents the HR behavioral competencies and HR knowledge domains tested on the SHRM-CP & SHRM-SCP. Formerly known as the SHRM Body of Competency & Knowledge (BoCK).
Career Compass	Career Compass	Podcast primarily focused on students and emerging professionals highlighting conversations with HR professionals on several career-oriented topics. Recordings can be accessed on SHRM.org.

CDF	Chapter Designation Form	A form submitted by chapter members who are also SHRM members to designate their SHRM membership with their primary local affiliated SHRM chapter. Sometimes also called Primary Designation Form.
CFSP	Chapter Financial Support Payment	SHRM returns a portion of SHRM membership dues to eligible chapters based on the number of SHRM National members primarily coded to their chapter.
Chapter	SHRM Affiliated Professional Chapter	Separate legal entity from SHRM. Follow required guidelines as set forth in their charter, bylaws and SHRM to remain in good standing. Forum for personal and professional development; opportunity for local members to volunteer & develop leadership skills. Chapter primarily led by volunteers although some larger chapters may have paid staff.
CLA	Core Leadership Area	Seven areas SHRM has determined critical or core to the success of achieving its mission. College Relations, Diversity and Inclusion, Government Affairs, SHRM Certification, Membership, SHRM Foundation and Workforce Readiness. Chapters and State Councils are encouraged to have volunteer leaders supporting these areas.
CLIF	Chapter Leader Information Form	Listing of all volunteers in a chapter. Submitted by professional SHRM chapters. Ensures chapter leaders receive information appropriate for their volunteer role. For chapters on a calendar year the due date is 12/1. For non-calendar year transitions the due date is the 15th of the month prior to the transition.
CMP	Chapter Management Professional or Council Management Professional	Some chapters and state councils have paid staff to manage day-to-day operations.
DD	Divisional Director	SHRM staff who develop and implement comprehensive membership division strategies & initiatives to achieve engagement & retention of SHRM members. FSD's report to DD's.
Dual Member	Dual Member	An individual who holds membership in both SHRM national and a local SHRM-affiliated chapter.
Dual Membership Release (DMR)	Dual Membership Release (DMR)	Very special SHRM program where both Chapter and SHRM membership are sold together through the SHRM store. DMR Chapters receive increased CFSP, and other special benefits. Ask your FSD about DMR!
Emerging Professionals	Emerging Professionals	Describes SHRM members who are traditional college students with an interest in HR (Student Members) and those SHRM members early in their career (generally 30 and under).

EPAC	Emerging Professional Advisory Council	Formerly known as the YPAC (Young Professional Advisory Council.) Up to 15 SHRM members under 30 who provide insight to SHRM regarding what emerging HR leaders need. Led by the Membership team.
Excel Awards	Awards element of SHAPE	Awarded based on achievements for SHRM chapters and state councils based on their annual SHAPE year-end report submission. Bronze, Silver, Gold and Platinum levels. Submissions due 3/15 annually.
FSD	Field Services Director	Field-based SHRM staff who serve as senior account & relationship manager for chapter & state councils in assigned states. Report to Divisional Directors. Work with MEAs (Member Engagement Associates) as part of regional team.
GTBW	Getting Talent Back to Work	National initiative that champions the hiring of ex-offenders with criminal records. SHRM chapters and state councils are asked to pledge support of this “second chance” initiative.
Holmes Corporation	Holmes Corporation	SHRM’s partner in the development of SHRM Learning System and recertification provider program. Manages relationship with Education Partners offering SHRM Certification Preparation courses.
HRPS	Human Resource People & Strategy	SHRM affiliate since 2013. Membership consists of chief HR officers and other top HR executives. Incorporated into SHRM’s business operations in 2021.
Leadership	Leadership Conference	An annual event, by invitation only, designed to recognize, thank and prepare SHRM Volunteer Leaders for success in the coming year. Typically held in November. Originally known as the SHRM Leadership Conference; name changed in 2014 to Volunteer Leaders’ Summit (VLS). Changed to current name (Volunteer Leader Business Meeting or VLBM) in 2019.
LMO	Local Member Only	Members of a local chapter, but not members of SHRM national.
MAC	Membership Advisory Council	Comprised of five members (one from each region). Position elected annually by state council directors. The MAC solicits information from volunteers and members and is a link between SHRM affiliates/members and the SHRM board/senior staff.
MAP	Membership Activation Plan Affiliates	Select chapters and state councils targeted to work with more closely to increase dual membership and level of engagement. Partnership Outline guides efforts in areas of membership, marketing, branding, educational programs & SHRM certification. May include financial support. Program began in 2019 and was sunset at the end of 2021.

MEA	Member Engagement Associate	Headquarters staff member that supports SHRM membership and the volunteer leaders in a region/territory. Serve in a key role in the overall engagement and compliance for chapters & state councils. Member of the regional team.
MSA	Member Service Area	A “geographic hub” of a chapter that services a city or a city and surrounding area. Sometimes referred to as satellite chapters.
Net Gains Payments	Net Gains Payments	An element of the CFSP payment for chapters. Yearly payment calculated by subtracting the number of SHRM members coded to the chapter as of 12/31 for the last year and from the current year. Multiply the difference by \$25. Generally paid out at the beginning of Q2.
NHRMA	<i>Northwest Human Resource Management Association</i>	All SHRM members in Alaska, Oregon, and Washington are part of NHRMA automatically. See <a href="https://nhrma.shrm.org/">https://nhrma.shrm.org/</a> for features and benefits. “Join Us” on the website is not a true membership - it is for added access to website information.
Non-100%	Non-100% Chapter	Professional chapter in which not all members are required to be members of SHRM.
PDC	Professional Development Credit	SHRM credentialed professionals must earn 60 Professional Development Credits in a 3-year period in order to recertify their SHRM Certification.
Pinnacle Award	Pinnacle Award	Designed to recognize outstanding and innovative achievements in chapter/state councils. Winners announced at Volunteer Leaders Business Meeting annually.
Primary Designation Form	Primary Designation Form	Also known as Chapter Designation Form. A form submitted by chapter members who are also SHRM members to designate their SHRM membership with their primary local affiliated SHRM chapter.
Quarterly Membership & Certification Reports	Quarterly Membership & Certification Reports	Report developed by SHRM’s Membership Team to detail by region membership and certification data. This is listed in aggregate for each state and also by chapter. These reports are sent in the month following the end of each quarter.
RCBM	Regional Council Business Meeting	Annual invitation-only event for State Council Directors, Directors-Elect and other designated state volunteer roles to work on shared business objectives and membership goal setting. Typically held in February and in June (at SHRM Annual Conference & Exposition).
Reaffirmation Statement	Reaffirmation Statement	In order for Chapters and State Councils to remain SHRM Recertification Providers, the POC for the program must submit the annual Reaffirmation.
Recertification Provider	SHRM Recertification Provider	An individual, organization, entity, or affiliate that has the ability to pre-approve SHRM Professional Development Credits for SHRM recertification.

Satellite Chapter	Satellite Chapter	Referred to as a Member Service Area (MSA). A “geographic hub” of a chapter that services a city or a city and surrounding area.
SCIF	Student Chapter Information Form	Listing of SHRM student chapter leaders. Due 6/1 each year. Submitted by student chapters.
SCLIF	State Council Leader Information Form	Listing of all state council volunteers. Due 12/1 each year. Ensures state council leaders receive information appropriate for their position.
SHAPE	SHRM Affiliate Program for Excellence	Annual planning and reporting tool for affiliated chapters and state councils. Redesigned to ensure stronger connection with SHRM from a business perspective. Submissions due 1/31 annually.
SHRM BASK	SHRM Body of Applied Skills and Knowledge	Documents the HR behavioral competencies and HR knowledge domains tested on the SHRM-CP & SHRM-SCP. Name change in 2022 from SHRM BoCK to SHRM BASK reflects the evolution of the HR profession.
SHRM BoCK	SHRM Body of Competency & Knowledge	Documents the HR behavioral competencies and HR knowledge domains tested on the SHRM-CP & SHRM-SCP. Name change in 2022 from SHRM BoCK to SHRM Body of Applied Skills and Knowledge (SHRM BASK) reflects the evolution of the HR profession.
SHRMConnect	SHRMConnect	SHRM’s social networking site. All SHRM members can access and join multiple discussion groups.
SHRM-CP	SHRM-Certified Professional	SHRM competency-based certification.
SHRM Foundation	SHRM Foundation	501(c)(3) philanthropic arm of SHRM. Dedicated to empowering HR professionals to build inclusive organizations where workers thrive and organizations achieve success by advancing solutions for challenging inclusion issues, awarding scholarships, and driving local impact. Mission is to mobilize the power of HR and activate the generosity of donors to lead positive social change impacting all things work.
SHRM Foundation Champion Program	SHRM Foundation Champion Program	SHRM Foundation recognizes top fundraising chapters and state councils.
SHRM Recertification Provider	SHRM Recertification Provider	An individual, organization, entity, or affiliate allowed to pre-approve SHRM PDCs for SHRM recertification. \$500 fee for 2 years. Fee waived for SHRM affiliated chapters & state councils that meet annual eligibility requirements.
SHRM-SCP	SHRM – Senior Certified Professional	SHRM senior-level competency-based certification.

SHRM Speakers' Bureau	SHRM Speakers' Bureau	Offers top tier professional voices who are on the front lines of the most pressing workplace issues of the day. Provides customized content on a variety of topics, including Diversity, Equity & Inclusion, Getting Talent Back to Work, HR Technology & Analytics, Skills Gap, Workplace Culture and more.
SIG	Special Interest Groups	A formal subset of a chapter that focuses on a specific industry for HR function such as staffing.
SMA	Staffing Management Association	Special interest chapters which provide programming of interest to recruiting and employment specialists.
Special Expertise Panels	Special Expertise Panels	Comprised of SHRM members with extensive experience in HR leadership roles and dedication to elevating HR. Contribute to SHRM content, thought leadership, research & advocacy and respond to media requests Panels discontinued in 2021.
State Council	State Council	Separate legal entity from SHRM. Follow required guidelines as set forth in their charter, bylaws and SHRM to remain in good standing. Structure for key volunteers in the state to adopt & promote SHRM initiatives. Communication channel between chapters & regional councils. Serves HR professionals in the state.
Student Chapter Merit Award Program	Student Chapter Merit Award Program	Guides student chapters throughout the year. Includes reporting requirements. Awards given based on level of achievement.
Student Bulk Membership	Student Bulk Membership	Option offered to colleges & universities to purchase multiple student memberships at one time. Minimum of 10 vouchers must be purchased.
TF@W	Together Forward @Work	SHRM's multipronged platform to eliminate racial inequality from the workplace.
VLBM	Volunteer Leader Business Meeting	An annual event, by invitation only, designed to recognize, thank and prepare SHRM Volunteer Leaders for success in the coming year. Typically held in November. Originally known as the SHRM Leadership Conference; name changed in 2014 to Volunteer Leaders' Summit (VLS). Changed to Volunteer Leaders' Business Meeting (VLBM) in 2019.
VLRC	Volunteer Leader Resource Center	Online resources available for SHRM Volunteer Leaders. Go to <a href="https://vlrc.shrm.org/">https://vlrc.shrm.org/</a>
VOC	Volunteer Opportunity Center	Online resource for SHRM members to indicate their interest in Volunteer Leader Opportunities.
Volunteer Exchange	Volunteer Exchange	SHRMConnect group exclusively for volunteer leaders accessed via VLRC.
Volunteer Leader Update Form	Volunteer Leader Update Form	Used by affiliated chapters and state councils to make additions, edits and deletions to volunteer leader information mid-term.

Note: items in italics are additions made by ASHRM to the SHRM document to reflect locally used terminology.