

**Job Description: HRA-NCA Chair, SHRM Foundation
Reports to VP, Programs**

Function

Educates, promotes and represents the interests of the SHRM Foundation and its activities to the Chapter.

Responsibilities:

1. Educates the Chapter membership regarding the existence, purpose and ongoing activities of the SHRM Foundation.
2. Encourages the Chapter membership to contribute financially to the SHRM Foundation as a show of support for the human resources profession.
3. Encourages the Chapter membership to support an annual contribution to the SHRM Foundation by the Chapter.
4. Advises and updates the Chapter membership of the Foundation's activities and fund-raising needs.
5. Solicits donations of monies and/or gifts from HRA-NCA members and the surrounding community to be 1) donated directly to the SHRM Foundation, or 2) to be used as gifts, or to purchase gifts, to be used as raffle prizes at HRA-NCA events. May utilize the HRA-NCA newsletter, blog, member forums, and FB, Twitter or LinkedIn accounts for advertising purposes.
6. Conducts raffles at HRA-NCA Chapter meetings and other events to collect money for the SHRM Foundation, or other charitable organizations as directed. Delivers monies to Chapter Management. May attend all HRA-NCA events at no cost, wherever a raffle is conducted.

Resources for this role are available online at www.shrm.org/vlrc.

I agree to serve in this role during the term for which I was selected. I also agree that failure to adhere to the responsibilities of my role may result in forfeiture of volunteer perks, or the role itself.

Signature

Date

IDEA CENTER

- Develop and implement (or maintain) a campaign to educate chapter members about the mission and work of the SHRM Foundation which could include tactics such as:
 - Promote the SHRM Foundation in chapter newsletters, emails, and/or on chapter website
 - Request SHRM Foundation materials (e.g., annual campaign brochure, latest educational packets, etc.) from the SHRM Foundation staff; make these available at Chapter meetings
 - Make a presentation about the SHRM Foundation at a chapter meeting (PowerPoint template available at www.shrm.org/foundation)
 - Use the SHRM Foundation's educational DVDs in a chapter program (companion PowerPoint presentation and discussion guide are available at www.shrm.org/foundation. NOTE: These are pre-approved for recertification credit!
 - Highlight the availability of the *Effective Practice Guidelines* series (available for free download at www.shrm.org/foundation, or contact SHRM Foundation staff for printed copies)
 - Promote the SHRM Foundation's scholarship programs to chapter members. The application due date for SHRM professional members is July 15 and for student members is October 15
- Provide support to the SHRM Foundation by embarking upon an awareness campaign to increase monetary donations as follows:
 - Make a monetary contribution to the SHRM Foundation from the chapter's funds
 - Conduct a leadership campaign encouraging giving by each member of the chapter's board of directors
 - Encourage chapter members to include the SHRM Foundation in their personal charitable giving