**SHRM Foundation Director - Elect**

**Function:**

To support and learn all SHRM Foundation Director roles and responsibilities; in the SHRM Foundation Director’s absence, fulfil all SHRM Foundation Director’s responsibility. Educate, promote, and represent the interests of the SHRM Foundation and its activities to the chapter membership.

**Responsible To:**

* The chapter president
* The members of the chapter

**Responsibilities:**

* Educate the chapter regarding the purpose and ongoing activities of the SHRM Foundation, including the Foundation’s newest education resources, the status of the annual campaign, and upcoming deadlines and events.
* Encourage the chapter membership to contribute financially to the SHRM Foundation as a show of support for the human resources profession.
* Encourage the chapter membership to support an annual chapter contribution to the SHRM Foundation by the chapter.
* Participate in the SHRM Foundation Core Leadership Area webinars.
* Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
* Represent the chapter in the human resources community.
* Attend all monthly membership and board of directors’ meetings.
* Upon completion of the position’s term, assist the incoming SHRM Foundation Director to ensure a smooth transition of responsibilities and continuity of knowledge and resources.