

## VHRA Job descriptions

Title/Position Board Type Term / Term Limit	Key Responsibilities	Other
President Exec. Officer  2 years / 2 term limit Term staggered with Secretary	<ul style="list-style-type: none"> <li>• Conduct Board Meetings</li> <li>• Ensure Board performance &amp; participation</li> <li>• Attend State Council meetings</li> <li>• Participate in SHRM leadership calls</li> <li>• Ensure compliance</li> <li>• Ensure fiscal integrity of VHRA</li> <li>• Board governance</li> <li>• Oversee strategic plan</li> </ul>	
Past President 1 year / transitional	<ul style="list-style-type: none"> <li>• Assist President transition</li> </ul>	
Vice President Exec. Officer  2 years / 2 term limit Term staggered with Treasurer	<ul style="list-style-type: none"> <li>• Perform all duties of the President in their absence</li> <li>• Coordinate technology committee and initiatives</li> <li>• Oversee and coordinates audit process</li> <li>• Participate in SHRM leadership calls</li> </ul>	<p>The Vice President, at the request of the President, or in his/her absence or disability, may perform any of the duties of the President. He/she shall have such other powers and perform such other liaison duties as the Board or the President may determine. The Vice President will coordinate technology initiatives and acts as chairperson of the Technology Committee. The Vice President oversees the audit process. This activity includes recruiting and chairing the Audit Committee.</p>
Treasurer Exec. Officer  2 years / 2 term limit – must step out as Treasurer for at least one term before seeking another term as Treasurer. The Treasurer may hold another Board position after serving two consecutive (or less) 2-yaers terms.	<ul style="list-style-type: none"> <li>• Accounts Receivable/Accounts Payable</li> <li>• General ledger, Account reconciliation</li> <li>• Prepare monthly financial statements and presents to board</li> <li>• Maintain financial recordkeeping (to board, membership and website)</li> <li>• Maintain banking relationships with those financial institutions the organization has accounts with.</li> <li>• Advise the Board with regard to Cash management and Investments</li> <li>• Assimilate budgets from committees into one master budget annually</li> <li>• Provide monthly budget to actual analysis to Board</li> <li>• Provide financial analysis of programs and other items on ad hoc basis</li> <li>• Maintain appropriate signature card with each financial institution the organization has accounts with</li> <li>• Process all W-9 requests</li> <li>• File timely annual tax returns to include but are not</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum qualification: Must have previous accounting experience. Train replacement post term up to 6 months</li> <li>• Term staggered with Vice President</li> </ul>

	<p>limited to:</p> <ul style="list-style-type: none"> <li>• Form 990 or Form 990 EZ</li> <li>• Form 1099 Miscellaneous – as needed</li> <li>• Initiate reminder to Board to assign members to the Audit committee to complete the annual report</li> <li>• Advise the board when either an accounting review or audit, by a CPA, is recommended</li> <li>• Provide formal response to audit committee findings to board</li> </ul>	
<p>Secretary Exec. Officer</p> <p>2 years / 2 term limit Term staggered with President</p>	<ul style="list-style-type: none"> <li>• Prepare monthly board meeting minutes and distributes within one week of meeting</li> <li>• Prepare annual meeting minutes</li> <li>• Prepare and distributes meeting agendas</li> <li>• Maintain corporate records &amp; filings</li> <li>• Maintain board calendar</li> <li>• Maintain all voting information/results</li> <li>• Calculate voting ballots</li> <li>• Notify membership of annual meeting</li> <li>• Maintain board term limits</li> </ul>	<p>The Secretary is responsible for all administrative functions as it relates to the board. This includes distributing meeting agendas, taking and distributing meeting minutes, and maintaining the board calendar and term limits of each board member. The Secretary is also responsible for maintaining corporate records and notifying membership of annual meeting. At the annual meeting the Secretary will calculate the votes, and announce the results of the vote to the membership</p>
<p>SHRM Representative Chair 2 years/ no term limit</p>	<ul style="list-style-type: none"> <li>• Participate in SHRM leadership calls</li> <li>• Compile SHAPE annual report</li> <li>• Obtain HCRI and SHRM credits for programs</li> <li>• SHRM liaison (to board, membership, website)</li> <li>• Submit annual CLIF Form to SHRM</li> </ul>	
<p>Programming Chair 2 years/ no term limit</p>	<ul style="list-style-type: none"> <li>• Survey/identify programs of interest</li> <li>• Plan day long and short education programs - focuses on certification/body of knowledge</li> <li>• Review upcoming programming with board</li> <li>• Identify and selects speakers and negotiates fees</li> <li>• Coordinate program logistics</li> <li>• Market programs - Puts programming on website</li> <li>• Attend VHRA programs</li> <li>• Introduce speaker (or re-assigns to other Board Member)</li> <li>• Collect payment, checks in, receipts, deposits to treasurer</li> <li>• Manage pre-registration and inquiries</li> <li>• Collect evaluations, reviews &amp; summarizes results</li> <li>• Maintain program attendance records</li> <li>• Provide quarterly summary of attendance, evaluations, financial to board</li> </ul>	
<p>Membership Chair 2 years/ no term limit</p>	<ul style="list-style-type: none"> <li>• Source and encourage membership</li> <li>• Encourage/solicit annual membership renewals</li> <li>• Maintain membership information on line</li> <li>• Prepare marketing materials</li> </ul>	<p>Option to utilize ad-hoc committee</p>

	<ul style="list-style-type: none"><li>• Market to members</li><li>• Membership renewal</li><li>• Welcome new members</li><li>• Participate in SHRM membership calls</li><li>• Prepare and present monthly membership reports</li><li>• Communicate with members regarding announcements of interest (events, job postings, legislation, etc)</li><li>• Participates in three Membership Core leadership webinars annually.</li></ul>	
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