

Executive Council Positions:

President: Shall preside at all meetings of this chapter, shall act as chairperson of the Executive Council. The president shall generate and update the chapter mission statement and annual goals/objectives. The president shall appoint chairpersons for standing and temporary committees, shall administer the business of this chapter between regular meetings, and shall delegate and oversee the Committee Directors with the other Executive Council members exercising authority consistent with the powers given in the ECU SHRM chapter bylaws.

President Elect: Shall perform the duties of the president in the event of his or her absence, disability, or at the president's request. If the office of the president becomes vacant, the president elect will act as the president of this chapter. The president elect is going to be the next president. The president elect delegates and oversees the Committee Directors with the other Executive Council members. Must abide by the ECU SHRM chapter bylaws for all other responsibilities and powers given to this position.

Treasurer: The treasurer has the responsibility of gathering, distributing, and managing the chapter's funds. Sound chapter operations require the establishment of and adherence to realistic budgets. All officers should be informed of funds budgeted for chapter activities prior to planning for the year. The treasurer delegates and oversees the Committee Directors with the other Executive Council members. Must abide by the ECU SHRM chapter bylaws for all other responsibilities and powers given to this position.

Secretary: Shall take minutes of meetings, distribute meeting agenda, and previous meeting minutes, circulate sign-in and sign-up sheets at meetings, and make copies available of relevant announcements and any other materials for distribution at chapter meetings. The secretary shall also distribute all announcements, meeting agenda, and minutes for chapter members through the ECU SHRM chapter email list and/or listserv. Shall create and maintain records of graduated students including but limited to job placement information (company and position), graduate programs, and alumni database. The secretary delegates and oversees the Committee Directors with the other Executive Council members. Must abide by the ECU SHRM chapter bylaws for all other responsibilities and powers given to this position.

Committee Director Positions:

Director of Communication and Social Media: Shall update and maintain all social media sites for this student chapter including but not limited to Facebook, Twitter, Weebly, LinkedIn, and Website. Shall promote this student chapter by posting flyers, spreading interest for upcoming chapter events, submitting articles that support or publicize this student chapter or chapter events, and generate a chapter newsletter. Shall oversee Committee Members to accomplish all responsibilities. Reports to the Executive Council and must abide by the ECU SHRM chapter bylaws for all other responsibilities and powers given to this position.

Director of Events: Shall pursue and organize chapter projects and fund-raising events, and shall help welcome new members and retain existing members. Shall create recruiting events and opportunities for this chapter's growth; notify and promote all SHRM conferences; advise, track, and record how chapter activities fit SHRM Student Chapter Merit Award guidelines and give this chapter updates. Shall oversee Committee Members to help accomplish all responsibilities. Reports to the Executive Council and must abide by the ECU SHRM chapter bylaws for all other responsibilities and powers given to this position.

Director of Chapter Meetings: Shall contact and coordinate speakers for chapter meetings. Shall identify speakers on various topics of interest to chapter members, formally invite them to present; send a confirmation letter or email with the time, date, topic and direction to campus; host, schedule audiovisuals, and provide technical assistance as needed the day they present; and send thank you letters after their visit. Shall generate the speaker calendar each semester and maintain a speaker database to keep track of past speakers, topics, and chapter members' evaluations of their presentation. Shall oversee Committee Members to help accomplish all responsibilities. Reports to the Executive Council and must abide by the ECU SHRM chapter bylaws for all other responsibilities and powers given to this position.