



Anchorage Campus
Society for Human Resource Management (SHRM)
Student Chapter 5583 (ACSSC)

SHRM Student Chapter Operations Manual Year 2019 - 2020

Purpose: To identify, communicate, direct, and monitor the successful operations of the WBU, Anchorage Campus SHRM Student Chapter (ACSSC) for school year 2019-2020.

Society for Human Resource Management (SHRM)

Vision: SHRM is a preeminent and globally recognized authority whose leadership, perspective, resources and expertise are sought and utilized to address the most pressing, current and emerging human resource management issues.

Mission: SHRM is a globally recognized **HR professional society** that exists to develop and serve the **HR professional**, and advance and lead the **HR profession**. SHRM provides **education, thought leadership, certification, community and advocacy** to enhance the practice of human resource management and the effectiveness of **HR professionals** in the organizations and communities they serve.

WBU, Anchorage Chapter SHRM Student Chapter

ACSSC President's Vision Statement for school year 2019-2020: The continued success of ACSSC lies in student participation. This school year, chapter leadership will engage students both members of the chapter and students not members. This engagement will focus on increasing participation in chapter activities, and highlight SHRM and the contribution of this chapter to the student body and community. As a SHRM student chapter, I see our continued expansion towards professional development education in mentorships and internships with HR professionals within the Anchorage area. Also, as part of this chapter's growth and professional exposure, I see sending the maximin

number of students to the NHRMA Student Conference, 2020. Finally, I see ACSSC striving to achieve National recognition from SHRM through the Merit Award program. To accomplish this vision, student participation is necessity.

Chapter Mission Statement: To advance the knowledge, skills, and abilities of WBU- ACSSC members and campus students by providing essential professional development resources through education, networking, career guidance, and Chapter sponsored HR and community activities.

ACSSC 2019-2020 Theme: *Strategic Talent Management – Growing Talent Through Human Resource Development*

Ten Characteristics for a Successful Student Chapter

1. Participate regularly in the Merit Award program, elect a VP- Merit.
2. Elect chapter officers in April and begin planning for the fall term/ good succession planning.
3. Cultivate strong faculty support for the chapter.
4. Maintain regular communication with the chapter advisor.
5. Work closely with their sponsoring chapter or local professionals.
6. Establish a schedule and hold regular chapter meetings.
7. Communicate with the national SHRM office.
8. Actively recruit freshman and sophomores (undergraduate) or first-year graduate students (graduate) to provide for chapter continuity.
9. Coordinate effective advance publicity for chapter events.
10. Keep a good balance of both social and educational activities.

Student Chapter Leadership Roles

Student Chapter Advisor

The guidance that the chapter advisor provides is the primary element in establishment and continuity of the student group. The advisor's understanding of the human resource field and recognition of benefits of participation in an established professional community guides his or her actions. A general interest in and enthusiasm for the students' efforts and activities and attendance at planned events are important contributions that the advisor makes throughout the year. A chapter may have co-advisors; however, one person should be

identified as the primary contact.

Responsibilities: Primary contact for Society headquarters. - Receives chapter materials for distribution to officers. - Advises chapter officers on the formation and implementation of the chapter's goals, objectives and programs. - Ensures that the chapter understands the role of SHRM as a professional organization.

Executive Officers

The quality of leadership provided by the officers of the student chapter significantly influences the level of involvement and participation of both chapter members and other interested individuals in planned chapter activities. The officers' understanding of the importance of their roles in setting the direction of the student chapter and seeing to its management will be reflected in the overall success and continuity of the group. The officers of a student chapter usually consist of a president, vice president, secretary, treasurer and director of SHRM Merit Awards.

Responsibilities. Be fully conversant with the chapter bylaws. - Act as the primary interface between the student chapter, advisor, the department and university within which it functions, and SHRM. - Establish a clear set of objectives and an operating plan for the chapter year. - Take responsibility for fulfillment of the chapter's established objectives. - Train newly elected officers and hand over materials each spring.

- a. President. Shall preside at all meetings of this chapter; shall act as chairperson of the Executive Council; and shall be an *ex-officio* member of all committees except the Nominating Committee. The president shall generate and update the chapter mission statement and annual goals/objectives. The president shall appoint chairpersons for standing and temporary committees, and shall administer the business of this chapter between regular meetings, exercising authority consistent with the powers given in the bylaws.
- b. Vice President. 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 vice president will temporarily act as president of this chapter. The chapter membership will then nominate and vote on a permanent replacement for the president. Shall also be responsible for coordinating the semester calendar of events for the chapter. The vice president oversees the director of corporate relations, the director of finance and the director of student relations.
- c. Secretary. Shall take minutes of meetings, distribute meeting agenda and previous meeting minutes, circulate sign-in and sign-up sheets at meetings, make copies available of relevant announcements, scholarship forms, 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 listserv. The secretary oversees the director of communication, director of chapter information systems and director of SHRM Merit Awards.
 - d. Treasurer. The treasurer has the responsibility for 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.

Note: Other positions may be necessary depending on the needs of the chapter as well as availability of students for those roles. The positions provided below are not required.

Additional Student Chapter Positions

- a. Director of Chapter Information Systems. Shall develop, maintain and regularly update the chapter Web site, listserv and membership database.
- b. Director of Communication. Shall update chapter bulletin board, post fliers and contact interested student organizations to advertise upcoming chapter events, submit articles publicizing chapter events to media outlets, and generate a chapter newsletter each semester.
- c. Director of Community Relations and Development. Shall pursue and organize community service projects and fund-raising events, and shall be responsible for recruiting and coordinating volunteers for

- chapter/university marketing/recruitment and retention programs.
- d. Director of Corporate Relations. 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 with the time, date, topic and directions 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' evaluation of their presentation.
 - e. Director of Student Relations. Shall welcome new and help retain existing members, recruit from HR classes, provide forms for joining SHRM National, and assist and mentor students in ways that enrich their chapter membership experience. Shall maintain graduated student database to which student information is transferred from the membership database to this alumni database and record graduating student job placement information, including (minimally) hiring company and position.
 - f. Director of SHRM Merit Awards. Shall advise, track and record how chapter activities fit national SHRM Merit Award guidelines. At least twice a semester, shall inform chapter on point totals, and shall submit the Student Chapter Merit Award application to SHRM National

New Officer Installation Oath (see Appendix 1)

Student Chapter by Laws (see Appendix 2)

Maintain the Student Chapter Charter

There are specific requirements to maintain an active chapter in good standing under the chapter charter. The end of Spring Term, the Chapter leadership will submit a completed [Student Chapter Information Form](#) NLT June 10 each year. To qualify for maintaining the chapter's charter, the student chapter must reach and minimum of eight national student members no later than November 30th each year.

Guide to Student Chapter Financial Management (see Appendix 4)

Student Chapter Fundraising Plan (see Appendix 5)

Current ACSSC Status:

- a. Affiliations:** ACSSC is affiliated with the Anchorage SHRM Chapter #200, the Alaska SHRM State Council (ASSC), and the Society for Human Resource Management (SHRM).
- b. Achievements:**
 - 1. For school year 2010-2011, ACSSC received the SHRM Merit award.
 - 2. For school year 2011-2012, the Chapter received the SHRM Superior Merit award.
 - 3. For school year 2012-2013, the Chapter received recognition by SHRM as one of ten Outstanding Student Chapter nationally and the SHRM Superior Merit award.
 - 4. For school year 2013-2014, the Chapter received recognition by SHRM as one of ten Outstanding Student Chapter nationally and the SHRM Outstanding Chapter award.
 - 5. For school year 2014-2015, the Chapter received recognition by SHRM as one of nineteen Outstanding Student Chapter nationally and the SHRM Outstanding Chapter award.
 - 6. For school year 2015-2016, the Chapter received recognition by SHRM as one of twelve Outstanding Student Chapter nationally and the SHRM Outstanding Chapter award.
 - 7. For school year 2016-2017, the Chapter received recognition by SHRM as one of twelve Outstanding Student Chapter nationally and the SHRM Outstanding Chapter award.
 - 8. For school year 2017-2018, the Chapter received recognition by SHRM as one of twelve Outstanding Student Chapter nationally and the SHRM Outstanding Chapter award.
- c. Membership:** As of May 22, 2018, the current chapter membership is 12 members.
- d. Projects Lose of Members:** During school year 2019-2020, the Chapter is projected to loss eight (8) members to graduation.
- e. Finances:** As on May 22, 2018, the Chapter account balance was \$500.00 and \$50.00 in savings account.

ACSSC Goals 2019-2020 -- See Appendix 3, ACSSC Goals 2019-2020

ACSSC Recruiting Plan 2019-2020 -- See Appendix 6, ACSSC 2019-2020 Projects and Programs

ACSSC Secession Plan 2019-2020 -- See Appendix 7, ACSSC 2019-2020 Secession Plan

ACSSC Projected Financial Management -- See Appendix 8, ACSSC 2019-2020 Financial Management

Progress Reporting:

- a. **Format:** See Appendix 4 on format for progress reporting and the responsibility matrix of executive council members and director to report at Appendix 5.
- b. **Frequency:** At monthly chapter leaders' meetings, oral reports on progress will be provided by positions identified in Appendix 5. On the last Friday of September, November, January, and March written reports will be sent to the president via email on progress status.

Distribution:

A copy of this plan will be provided to each member of the executive community and each director. Additionally, a copy of this plan will be posted to the chapter's web site.

Appendixes

Appendix 1: ACSSC New Officers Oath of Office

Appendix 2: ACSSC Chapter Bylaws

Appendix 3: ACSSC Goals 2019-2020

Appendix 4: ACSSC 2019-2020 Operations Calendar

Appendix 5: ACSSC 2019-2020 Fundraising Plan and Budget

Appendix 6: ACSSC 2019-2020 Recruiting Plan

Appendix 7: ACSSC 2019-2020 Secession Plan

Appendix 1: ACSSC New Officers Oath of Office

PRESIDENT OATH & CHARGE OF OFFICE

(Officer's name), please rise and approach the podium.

You have been elected president of the (chapter name) student chapter of the Society for Human Resource Management. It will be your duty to preside at meetings, to abide by the chapter bylaws, and to function in every respect as your chapter's chief executive officer. As president, you will guide the officers in developing the chapter's goals and objectives. You will become familiar with Roberts Rules of Order, and with Society and chapter by-laws. (Officer's name), you should at all times be watchful for activities, projects and programs which could benefit your chapter, its members, or the Society as a whole. Ultimately, the success of this organization rests in your hands.

(Officer's name), do you agree to abide by Society and chapter by-laws and to adhere to the Society's Code of Ethics? (answer "I do.") Please raise your right hand and take the oath of office.

REPEAT AFTER ME: In the presence of honored guests and the members here assembled, (repeat) I, (officer's name), do solemnly promise and pledge (repeat) to faithfully execute the duties of president of (chapter name) student chapter (repeat) to the best of my knowledge and ability, (repeat), to commit myself to the Society's Code of Ethics (repeat) and to further the goals and objectives of this organization. (repeat.)

On behalf of the Society for Human Resource Management, I hereby install you as president of (chapter name) student chapter. Congratulations.

VICE PRESIDENT OATH & CHARGE OF OFFICE

(Officer's name), please rise and approach the podium.

You have been elected vice-president of the (chapter name) student chapter of the Society for Human Resource Management. It will be your duty to preside over chapter meetings in the president's absence and to oversee the functioning of all chapter committees.

You should become familiar with Roberts Rules of Order, and with Society and chapter by-laws. (Officer's name), you should at all times be watchful for

activities, projects and programs which could benefit your chapter, its members, or the Society as a whole. As vice-president, you will work closely with the president to ensure the success of this chapter.

(Officer's name), do you agree to abide by Society and chapter by-laws and to adhere to the Society's Code of Ethics? (answer "I do.") Please raise your right hand and take the oath of office.

REPEAT AFTER ME: In the presence of honored guests and the members here assembled, (repeat) I, (officer's name), do solemnly promise and pledge (repeat) to faithfully execute the duties of vice-president of (chapter name) student chapter (repeat) to the best of my knowledge and ability, (repeat), to commit myself to the Society's Code of Ethics (repeat) and to further the goals and objectives of this organization. (repeat.)

On behalf of the Society for Human Resource Management, I hereby install you as vice-president of (chapter name) student chapter. Congratulations.

OTHER OFFICERS

Secretary

(Officer's name), please rise and approach the podium.

You have been elected secretary of the (chapter name) student chapter of the Society for Human Resource Management. It will be your duty to record the minutes of all meetings, to conduct the chapter's correspondence, and to keep accurate membership records.

Your work will help the chapter to project a professional image to the national SHRM office and to the business and university communities.

Are you ready to take the oath of office as secretary?

REPEAT AFTER ME: In the presence of this company here assembled, (repeat) I (officer's name), do solemnly promise and pledge (repeat) to faithfully discharge the duties of secretary (repeat) to the best of my knowledge and ability. Congratulations on your election.

Treasurer

(Officer's name), please rise and approach the podium.

You have been elected treasurer of the (chapter name) student chapter of the Society for Human Resource Management. It will be your duty to be the

custodian of the chapter's funds, to keep accurate accounting records, and to give regular reports regarding the chapter's financial status. In addition, you will be responsible for collecting all local dues or chapter fees from the membership. You will assist the other officers in preparing an annual budget and in preparing special funding requests. Your books and accounts shall be open and available at all times for inspection.

Are you ready to take the oath of office as treasurer?

REPEAT AFTER ME. In the presence of this company here assembled, (repeat) I (officer's name), do solemnly promise and pledge (repeat) to faithfully and honestly discharge the duties of treasurer (repeat) to the best of my knowledge and ability.

Congratulations on your election.

(For other officers not listed here, use the format for the offices of secretary and treasurer, but substitute the officer title and duties of office as appropriate.)

Appendix 2: ACSSC Bylaws (insert ACSSC Bylaws here)

Appendix 3: ACSSC Goals 2019-2020

Goal #1: Recruit 10 new student members for school year 2019-2020. Of the 10 new members, recruit at least six new members from the campus undergraduate student population and recruit at least four new four from the campus graduate student population.

Recruit 10 new student members school year 2019-2020. Of the 10 new members, recruit at least six new members from the campus undergraduate student population and recruit at least four new four from the campus graduate student population.

By May 20, 2019, ACSSC will recruit 10 new student chapter members. The Director of Student Relations will prepare an ACSSC Acquisition and Retention Plan by September 15 and brief ACSSC Leadership on the plan. Once approved, the recruiting plan will be briefed to student chapter members on September 28, at the chapter monthly meeting. The Director of Student Relations and Chapter President will promote benefits of the SHRM Student Chapter at the Fall, Winter, and Spring term new student orientation class, UNIV 1101. The faculty advisor will promote student chapter with campus faculty and the Fall, Winter, and Spring term faculty meetings. The Director of Student Relations will report on October 30, January 15, and March 19, the number of new students recruited.

Goal#2: Fund maximum number of students to attend the Northwest Human Resource Management Association (NHRMA) Student Conference, 2019.

To fund travel and lodging for the Northwest Human Resource Management Association (NHRMA) Student conference, the chapter will conduct three fundraisers.

Goal #3: Conduct as a minimum, one campus level fundraising activity in fall, winter, and spring terms.

Conduct as a minimum, one campus level fundraising activity in fall, winter, and spring terms. ACSSC will conduct a fundraising activity the week before or after the first meeting of each term. If time permits, we will also add another fundraising activity in the middle of the term. All leadership will

participate in the fundraising activities and encourage students to participate as well. We expect to raise a minimum of \$600 at each fundraiser.

Goal #4: Develop and present an approved HRCI a strategic credit topic presentation at the November 13, Anchorage SHRM Chapter 200-chapter luncheon.

Members of the student chapter will identify, develop, and present a HR professional topic to the Anchorage SHRM Chapter 200. The Anchorage SHRM Chapter 200 October meeting is scheduled for October 20. The time allotted for this presentation is 80 minutes. By May 24, ACSSC leaders will identify a HR professional topic. By September 6, a student presentation team will be identified. By October 25 the HR topic will be developed into a PowerPoint presentation and presented to the faculty advisor and the Anchorage Chapter College Relations Director, and ACSSC members at the October monthly meeting. On November 6, the student chapter team will conduct a final dress rehearsal presentation. After the presentation, the presenting team will provide to chapter members lesson learned.

Goal #5: Participate in a minimum of three Anchorage SHRM and/or Mat-Su Valley SHRM Chapters sponsored activities.

By March 28th, 2019, ACSSC will participate in three Anchorage and/or Mat-Su Valley SHRM chapter sponsored activities. The Director of Merit Awards will maintain Chapter progress of this goal by tracking and recording chapter members' attendance at these events through a WBU SHRM Progress Report posted. The faculty advisor will serve as the main liaison with the ASHRM and Mat-Su SHRM College Relations Board representatives to assess event opportunities with the Chapter. The dates have already been designated by the ASHRM and Mat-Su SHRM chapters; therefore, the chapters timing on this completion will be parallel to the dates and allotted times of the activities/events.

Goal #6: Perform four community outreach activities in support of Bean's Café.

For school year 2019-2020, ACSSC will focus on four community service activities that support Bean's Café and its support of Anchorage homeless population. The first activity is the campus winter clothing drive. Winter cloths will be collected and delivered to Bean's Café by October 25; the second activity will be a fundraiser to raise money to purchase Thanksgiving Turkeys. This activity will raise funds through a campus donation drive fundraiser; fundraiser will be conducted in October. The third activity will be the 5th Annual Christmas Bean Box drive. This activity will collect and assemble specific items donated by students and community businesses. These items will be assembled into Christmas "Beanie Boxes". The assembled Beanie Boxes will be delivered on December 18th. The fourth activity will be the Chapter's 8th annual "Idita-Roll" toilet paper drive. Last year the Chapter raised 5,504 rolls of toilet paper, approximately 20% of the need at Bean's Café. This year the Chapter seeks to raise 15,000 rolls of toilet paper. The Idita-Roll drive begins February 23rd and ends March 23rd, with delivery to Bean's Café on March 30th. ACSSC leadership will develop specific plans for each activity. ACSSC as a whole is accountable for this goal. At ACSSC Leaders' meeting progress on each activity will be an agenda item

Goal #7: Plan, organize, and host a spring term ACSSC Resume writing and Interviewing Workshop.

By November 5th, 2018, the ACSSC Executive Officers will plan, organize, and promote a Spring Resume Writing & Interviewing Workshop to be held at Wayland's Parkside Campus in April. The planning and organizing phase of the workshop development will be done throughout a series of ACSSC Executive meetings with the help of The Director of Corporate Relations and The Director of Student Relations by providing ideas and feedback on the Human Resources Leaders that will partake in this event. Also throughout this process, a Resume Writing and Interviewing Guide will be updated to provide to the campus students. Promoting of the conference will be completed by the Director of Chapter Information Systems by adding the workshop information on the chapter's website and by The Director of Communication by posting bulletins and informational posters throughout the campus.

Goal #8: Complete required and planned activities in 2019-2020 Student Chapter Planning Workbook.

By April 6, 2019, ACSSC will complete the required and planned activities in the SHRM 2019-2020 Student Chapter Planning Workbook. These activities will be completed with the intention of obtaining enough points to achieve the Superior Merit Award. ACSSC Leadership will identify the activities to be completed, and due dates for each activity by August 22nd. At September ACSSC monthly meeting, ACSSC members will be briefed on activities for 2019-2020. ACSSC leaders will seek volunteers to assist the Director of Merit Awards in the completion of each activity. ACSSC leaders will meet monthly prior to student chapter meetings in person or via e-mail to communicate the status of each activity. At each student chapter meeting, leadership will then present the progress that has been made towards completing these activities, and also publish this information in the ACSSC Newsletter.

Appendix 4. ACSSC 2019-2020 Operations Calendar

August

- Fall chapter supply mailing to all chapter advisors
- Submit article for Alaska SHRM State Council "The Prospector"

September

- Annual "Kick-off" Event
- Executive Committee meeting
- Review Chapter Merit Award Planning Workbook
- Plan activities for the school year
- File annual Student Chapter Information Form - Due 9/30
- First monthly chapter meeting
- Plan to recruit new members at student activities fair
- Consider attending SHRM Regional Student Conferences and Annual Student Conference
- Incorporate fundraising efforts to attend conferences
- Announce SHRM Foundation scholarship availability and deadline

October

- Fall membership drive
- Executive Committee meeting
- Final reminder to members on the SHRM Foundation scholarships - Due 11/1
- Monthly chapter meeting
- Attend local professional chapter meeting

November

- Chapters must have a minimum of eight student members on 11/1
- Plant tour/site visit
- Executive Committee meeting
- Submit article for Alaska SHRM State Council "The Prospector"
- Monthly chapter meeting
- Invite guest speakers for spring term
- Begin preparing teams for Case Competition held in conjunction with the Regional Student Conference in March/April
- Make annual donation to SHRM Foundation

December

- Chapter annual social event

- Assess status of Student Chapter Merit Award activities - update online Application/Report

January

- Spring chapter supply mailing to chapter advisors
- Executive Committee meeting
- Monthly chapter meeting
- Request chapter roster from SHRM Student Programs
- Attend professional chapter meeting

February

- Spring membership drive
- Submit article for Alaska SHRM State Council "The Prospector" -
- Review chapter bylaws. If changes are made, submit updated bylaws to SHRM for approval
- Hold a joint-group activity with another student group on campus
- Audit chapter membership roster and submit needed changes to SHRM

March

- Continue work on Chapter Merit Award Application - Due 4/15
- Executive Committee meeting
- Monthly chapter meeting
- Nominations for election of officers
- Attend local professional chapter meeting
- Attend Regional Student Conference

April

- Finalize Chapter Merit Award Application - Due 4/15 (At a minimum, Section 1 is required all chapters)
- Executive Committee meeting
- Monthly chapter meeting
- Election of officers
- Attend Regional Student Conference

May

- Recognition of member contributions and achievements
- Recognition of outgoing chapter officers
- Establish goals and objectives for coming chapter year
- Prepare preliminary agenda for coming year's meetings and activities
- Submit article for Alaska SHRM State Council "The Prospector"

June

- Attend SHRM Annual Student Conference held in conjunction with SHRM Annual Conference & Exposition

Appendix 5: ACSSC 2019-2020 Fundraising Plan and Budget

The Student Chapter funds generally come from one of three sources:

Student activities funds - Apply for chapter funding from your college or university.

Sponsoring chapter support - Some professional chapters will provide scholarships, seed money or funding for specific student chapter projects.

Fundraising projects/events - Fundraising events are used by many students to help finance chapter programs and community service projects. Details are discussed in the next section.

Fundraising projects/events

Fundraising events are used by many students to help finance chapter programs and community service projects. Since most fundraisers involve some kind of selling, try thinking like a marketing professional and be creative to make your event a success. Define your target market and look for a need your chapter can fill. For example, when students are studying, they get hungry -- a bake sale or candy sale would fill their need for food. Around holidays, students and professors need to buy gifts -- plan to sell items for gift giving. Once you have chosen your project, give it plenty of publicity. Post flyers, write articles for the school newspaper and tell all your friends.

When planning a fundraiser, remember to consider the size and commitment level of your membership. If you only have a few people willing to participate in a project, plan to start small. If you have 20 people willing to help, your chapter can take on a bigger project. Also, carefully assess how much money must be spent up front for the project. Remember to consider hidden costs such as paper, photocopying, postage, rental charges and refreshments. If a large initial investment is required (e.g., buying products for resale) be aware that your chapter could potentially lose money if the fundraising venture is not successful. Carefully think through any project before committing chapter funds and resources to it.

When planning your project, think about resources you can tap to get services or supplies donated. For example, a department in your school may be willing to donate paper and someone in your sponsoring chapter may be able to

photocopy for free or a nominal charge. Canvass local businesses, your campus bookstore and sponsoring chapter members for modest donations such as T-shirts, mugs, gift certificates, etc., that can be used as speaker gifts or raffle prizes. If you do this, however, be prepared to offer recognition to the donor. For example, if XYZ Department Store donates a speaker gift, agree to indicate that the event was co-sponsored by the store on promotional flyers and programs. You will often be surprised at how many people and businesses are willing to support a well-organized program.

Following are some specific fundraising ideas used successfully by SHRM student chapters. Use them as a model in planning your own fundraising events.

Selling refreshments at a highway rest stop. Car washes. Interviewing workshops. Raffles. Silent auctions. Organizing a job fair for a career services department. Selling unclaimed lost and found items. Valentine's Day flower sale. Conducting salary or membership survey for your sponsoring chapter. Candy sales. Bake sales. Garage/yard sales. Holiday gift sales. Exam "survival kits" -- coffee, chocolate, aspirin, etc. Selling entertainment books or coupons.

Additional Resources for Chapter Fundraising Ideas: *Student Chapter Idea Book*

<http://www.shrm.org/communities/studentprograms/pages/studentchapterideabook.aspx>

**Student Chapter 5583 for
 Society for Human Resource Management (SHRM)
 Anchorage Campus,
 Wayland Baptist University**



2019-2020 Proposed Budget				
Expense Category	Projected Income		Planned Expenses	
Beginning Balance – May 18, 2019	510	78		
Fund Raising Fall, Winter, Spring Terms	1500	00		
Business Donations	1500	00		
Operating Expenses				
<i>Accounting</i>				
Fund Raising Supplies			600	00
SHRM Honors Award Chords (Graduation)			100	00
SHRM Foundation Donation			50	00
<i>NHRMA Student Conference</i>				
Air fare for eight students			3800	00
Lodging (Hotel) Two per room 2 nights			1020	00
<i>Assistant Faculty Advisor</i>				
Lodging (Hotel)			260	00
<i>Conference Transportation</i>				
Taxi or Rental Car			100	00
<i>Alaska State SHRM Conference</i>				
Three Student Members			300	00
<i>NHRMA Conference - Chapter President</i>				
Air fare			400	00
Lodging (Hotel) 2 nights			260	00
<i>Chapter Guest Speakers</i>				
Gifts			100	00
TOTALS	3510	78	6690	00
Short Fall				

Appendix 6: ACSSC 2019-2020 Acquisition and Retention Plan



2019-2020 WBU-Anchorage Campus SHRM Student Chapter (ACSSC) Acquisition and Retention Plan

Purpose: This Anchorage Campus, SHRM Student Chapter (ACSSC) acquisition and retention plan delineates a systematic methodology for recruiting eligible undergraduate and graduate students interested in advancing their knowledge, skills, and abilities in Human Resource Management. Additionally, this acquisition and retention plan seeks to enhance the Society for Human Resource Management (SHRM) within the Anchorage area and the Mat Su Valley, Wasilla area.

SHRM Student Chapter SHRM Mission Statement: Advance the knowledge, skills, and abilities of Wayland Baptist University, Anchorage Campus SHRM Student Chapter (ACSSC) for the Society for Human Resource Management (SHRM) by providing essential resources through education, networking, career guidance, and Human Resource (HR) development activities.

Acquisition and Retention Plan Goals for school year 2019-2020:

1. Increase current ACSSC membership to 18 active members by March 31, 2018.
2. Retention by contact current eligible undergraduate and graduate students during school year 2019-2020; retention goal is six members by March 31, 2018.
3. Acquire 10 new undergraduate and 4 new graduate students during school year 2019-2020.
4. Maintain positive liaison with campus staff and faculty in support of the SHRM Student Chapter acquisition and retention efforts.
5. Maintain positive liaison with Executive Councils of the Anchorage SHRM Chapter, Mat Su Valley SHRM Chapter, and State SHRM Board in support of the SHRM Student Chapter acquisition and retention effort.
6. Involve 100% of Student Chapter members in recruiting effort.

Responsibilities in Implementing ACSSC Acquisition and Retention Plan:

1. SHRM Student Chapter Faculty Advisor

- a. Serve as primary liaison between campus staff and faculty for recruiting effort. Specific tasks will be:
 - 1) Coordinates with Academic Advisors and Graduate Student Advisor to contact new Anchorage Campus students.
 - 2) Coordinates with staff for bulletin board space and publish ACSSC brochures.
 - 3) Coordinates with faculty, each academic term, to grant access of ACSSC members to introduce the Student Chapter and SHRM, and the benefits for membership.
- b) Coordinates with campus web-master to maintain current the ACSSC SHRM website, which is linked to the Anchorage Campus Web page
- c) Provides technical knowledge to ACSSC SHRM Executive Council and members on effective recruiting methods.

2. SHRM Student Chapter President: Oversee the chapter acquisition and retention efforts, and discuss chapter acquisition goals at scheduled SHRM Student Chapter Executive Council meetings, Monthly SHRM Student Chapter meetings and SHRM Student Chapter fund raising events.

3. SHRM Director of Student Relations

- a. Reviews the recruiting effort each month and reports quarterly to the ACSSC Executive Council.
- b. Coordinates with ACSSC SHRM Secretary for email addresses of current ACSC members.
- c. Develops detailed acquisition and retentions plan for Fall, Winter, and Spring terms.
- d. Develops an acquisition and retentions plan budget and submit budget to Executive Council for approval by September 14, 2018.

- e. Develops New Student Orientation acquisition packets for BASC 1201 *Best Academic Strategies for Success* course, for fall, winter, and spring terms.
 - f. Develops acquisition and retentions incentive program for members, campus staff, and faculty.
 - g. Coordinates with faculty advisor and Campus Assistant Executive Director for campus resources to implement this acquisition plan.
 - h. As part of the retention plan, contact members within three months of members' expiration date, and request members renew SHRM student membership.
4. ACSSC SHRM Executive Council
- a. Communicates and supports acquisition and retention plan goals, and directs the effort of the Director of Student Relations in the effective achieve of the recruiting plan goals.
 - b. Discuss acquisition and retention plan as an Agenda item at monthly ACSSC Executive Council meetings.
 - c. Solicit the active involvement of all ACSSC members in the acquisition efforts.
5. ACSSC SHRM Members:
- a. Actively engages campus students on the benefits in a membership with the ACSSC and with SHRM nationally.
 - b. Support the goals of this acquisition and retention plan.

Specific Acquisition and Retention Plan Goals:

- 1. **Goal #1:** Increase current ACSSC membership to 18 active members by March 31, 2018. All acquisition and retention efforts outline in this plan are aimed at meeting this overall membership goal.
- 2. **Goal #2:** Contact all eligible undergraduate and graduate students during school year 2019-2020.

- a. Director of Student Relations will develop a fall, winter, and spring terms recruiting plan and recruiting packet for Student Chapter members by the first Monday fall term each school year.
 - b. Each Fall, Winter, and Spring term, a recruiting team will enter designated classrooms to discuss the ACSC and benefits for membership in SHRM.
 - c. Faculty advisor will coordinate with designated faculty to secure class time for recruiting presentation.
 - d. An “After Action Review” will be conducted by Executive Council after each term recruiting drive to seek means to improve recruiting efforts.
3. **Goal #3:** Contact all new eligible undergraduate and graduate students during school year 2019-2020.
- a. Faculty advisor will coordinate time each term during the new students’ orientation course BASC 1201 *Best Academic Strategies for Success*.
 - b. Faculty advisor will coordinate with graduate student advisor to distribute ACSC packet. This packet will include:
 - 1) A “Welcome and Invitation” letter to attend monthly ACSHRM Student Chapter meetings. Letter signed by ACSSC President and Vice President.
 - 2) A list of ACSSC school year meeting dates
 - 3) An information sheet on joining SHRM with website address.
 - 4) Director of Student Relations will develop and publish a current ACSSC brochure to be enclosed with “Welcome and Invitation” letter.
 - 5) Faculty advisor will assist President and Vice President with “Welcome and Invitation” letter”, and Director of Student Relations with ACSSC brochure, and provide campus resources as needed.
4. **Goal #4:** Maintain positive liaison with campus staff and faculty to support Student Chapter acquisition and retention efforts.
- a. Faculty advisor and ACSSC Executive Council will maintain liaison with campus staff and faculty.
 - b. Director of Student Relations will develop incentive awards for staff and faculty in support of this recruiting plan.

5. **Goal #5:** Maintain positive liaison with SHRM Executive Councils of Anchorage SHRM Chapter, Mat Su Valley SHRM Chapter, and State SHRM Board in support of ACSSC acquisition and retention effort. ACSSC Executive Council officers will assist Director of Student Relations in developing liaison Anchorage SHRM Chapter, Mat Su Valley SHRM Chapter, and State SHRM Board.
6. **Goal #6:** Involve 100% of Student Chapter members in recruiting effort.
 - a. The Director of Student Relations will report on the progress towards goals on recruiting plan at monthly ACSC meetings.
 - b. The Director of Student Relations will contact ACSC members for the purpose of recruiting in classrooms for Fall, Winter, and Spring terms.

Resources Required for Acquisition and Retention Plan:

1. ACSSC Faculty Advisor(s).
2. Anchorage Campus staff, particularly Academic Advisors and Graduate Students' Advisor.
3. Anchorage SHRM Chapter, Mat Su Valley SHRM Chapter, and State SHRM Board Officers
4. ACSSC Executive Council Officers
5. Financial resources
6. Anchorage Campus Web Home Page
7. Campus photocopy and color printing assets

Plan Review and Approval: This acquisition and retention plan will be reviewed by the Executive Council. Once approved by the Executive Council, this plan will be in effect. A new recruiting plan will be drafted by May 1, 2018, for school year 2019-2020.

Attachments:

- Attachment 1. 50 Great Recruiting Ideas
Attachment 2. Classroom Recruiting Narrative Sheet
Attachment 3. Sample Classroom Sign-up Sheet

Attachment: 1: 50 GREAT RECRUITING IDEAS

The 50 recruiting ideas listed below have proven successfully for SHRM student leaders across the country to maintain strong and active chapters. Try them out at your school!!

1. Raffle off a free membership to someone who joins your chapter during your recruiting drive.
2. Host a special "bring a friend" meeting featuring an ice-breaker exercise, a brief club orientation, and refreshments. Each member must bring a friend with them to the meeting.
3. Display business cards of former chapter members now working in HR to demonstrate that former chapter members are finding jobs in their field.
4. Call or e-mail visitors after they have attended a meeting. Thank them for visiting the chapter and invite them to your next event.
5. Obtain testimonials of the value of SHRM membership from former chapter members now working in HR and share them with potential members.
6. Invite people who have a conflict with chapter meetings to join as national members so they will still have access to current HR information through the HR Magazine and HR News publications.
7. Ask your professors to offer extra credit for SHRM membership and/or participation.
8. Create a bulletin board display in a prominent place and develop a chapter web site showing pictures from chapter activities, membership information, and a calendar of upcoming events.
9. Hand out SHRM flyers to students in general business, psychology, and management classes.
10. Announce upcoming chapter meetings in your HR and business classes; invite everyone to attend.

11. Ask members for names of friends and classmates who could benefit from SHRM membership. Send these people a personal invitation to attend your next event. Follow up with a phone call.
12. List your upcoming meetings in your college of business newsletter and campus newspaper. Send e-mail reminders to all members and potential members.
13. Prepare a two-minute talk on the value of joining SHRM. Give your presentation to HR-related classes and then handout membership applications and information.
14. Set up tables displaying SHRM materials at the student activities fair and the freshmen orientation.
15. Provide free refreshments at your meetings.
16. Ask sponsoring chapter members to provide free resume critiques to anyone in your chapter who joins SHRM this month.
17. Create an inexpensive bookmark advertising your chapter, then stuff them in all the business and HR textbooks in the college bookstore.
18. Ask your sponsoring chapter to subsidize \$5 - \$10 of the student dues for new students joining during your membership drive; then offer this discount to new members.
19. Ask for donations of items such as notebooks, mugs, or gift certificates from the campus bookstore and other local businesses. Offer these as incentives to new members who join during your membership drive.
20. Offer a prize to the person in your chapter who recruits the most new members.
21. Waive or reduce local membership dues for students who join national SHRM.
22. Provide students who visit your meeting with an information packet about your chapter and SHRM. Include a calendar of events, a list of chapter officers, and an application to join.

23. Send out a flyer about your chapter to a targeted group such as new HR majors, undeclared freshmen, or psychology majors.
24. Invite a successful professional in your community to speak to your chapter on the value of joining professional associations.
25. Display copies of HRMagazine, Echoes, and your chapter newsletter at every meeting.
26. Publicize any awards your chapter or members have won, such as Merit Awards or SHRM scholarships. People like to join groups that are successful.
27. Ask professors to mention SHRM to students in their advising sessions.
28. Write an article for your campus paper on a successful chapter project or high profile speaker.
29. Create a membership committee to focus on new ways to bring in members.
30. Organize a behind-the-scenes tour of a popular organization such as an amusement park, casino, or winery. Require students to be members in order to attend.
31. Offer a chapter scholarship or book award (money towards textbooks) for members only.
32. Require all chapter officers who qualify to become national SHRM student members.
33. Highlight and explain a different national membership benefit at each meeting.
34. Hold a meeting in the computer lab and demonstrate the valuable information available to members on the Society's web page.
35. Co-sponsor a high visibility event on campus, such as a dance, concert, seminar, or sporting contest to raise awareness of your chapter and its activities.

36. Participate in a charity event with other clubs. Invite members of other groups to visit one of your meetings and learn more about your chapter.
37. Survey current members to determine what benefits are most valuable to them. Emphasize these benefits when creating flyers or speaking to potential new members.
38. Hold a joint meeting or event with a related club such as Management, Marketing, or Accounting. Distribute SHRM information to the participants.
39. Think WIIFM- "What's In It For Me?" That's what prospective members are asking themselves. Be sure to tell them specifically how membership will benefit them.
40. Hold an informational meeting for prospective members. Have members and chapter alumni tell the visitors how networking through SHRM helped them find internships and jobs.
41. Talk to lots of people about SHRM. Experts say it takes ten calls to make one sale.
42. Plan chapter social events in addition to educational activities. People like to join groups that are friendly and fun.
43. Make each prospective member feel special. Make an effort to remember names and to smile and greet people by name when you see them again around campus.
44. If you have non-members who have come to several events, give them an application and ask them to join. Some people never join simply because no one has taken an interest and encouraged them to sign up.
45. Make it easy to participate. Establish and publicize a regular meeting schedule. Provide a local contact name and phone number on all your materials and then return calls promptly!
46. Review SHRM rosters and remind expiring members to renew their national memberships.

47. Offer an incentive such as an HR pin or mug to members who bring at least two guests to a meeting.

48. Print names of new chapter members in your newsletter and recognize them at chapter meetings. Demonstrate that your club is strong and growing.

49. Announce membership updates at each meeting and remind people to bring friends to the next event. Let your members know that recruiting is a top priority for the group.

50. Always speak with excitement and pride when describing your chapter.

Attachment 2: Classroom Recruiting Narrative --Classroom Presentation Outline

- Bring to the classroom a copy of the HR magazine.
- Write on the “white board” the following information:
 - SHRM web site: www.shrm.org
 - Campus SHRM web site: www.wbu.edu/anchorage/SHRM
 - Faculty Advisor contact email: rambowd@wbu.edu
- Introduce yourself: [Name and Degree Program]
 - Pass-out SHRM sign-up sheet
 - Anchorage Student Chapter 5583 of SHRM -- What it’s all about
 - Student SHRM Chapter Activities

Monthly Meetings w/ Guest Speakers

Professional Association

Up-to-Date information

[Luncheons w/other HR professionals](#)

Chance to develop your own HR/Management skills

Visits to HR facilities

Community involvement activities

- Chapter composed of 4 officers: P VP Sec Tr
- Advantages for joining as a student:
 - + *Network* with other HR professionals in Anchorage
 - + *Refine* your skills in field HR, Management, and Business
 - + *Academic* benefits in writing research and presentations
 - + *Resume* a professional membership in org. which highly respected in business field
 - + *Access* to SHRM *magazine & website* w/numerous articles & info which can accessed for academic work
 - + *Cost* student rate \$40 vs. professional rate \$199

- Additional Questions? Ms. Mary Rydesky, 227-2393
- Next Chapter Meeting is Saturday_____ at 9:30 am at Parkside campus
- Pass around Sign-up Sheet
- Thank Professor and class for their time and attention
- Collect Sign-up sheet

Attachment 3: Sample Sign-up Sheet

STUDENTS INTERESTED IN STUDENT CHAPTER OF SHRM

SIGN-UP SHEET

	Please print NAME	Please print e-mail
1.		
2.		
3.		
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20.		

Appendix 7: ACSSC 2019-2020 Secession

Wayland Baptist University, Anchorage Campus Student Chapter (ACSC) 5583 2019-2020 Succession Plan

Anchorage Campus SHRM Student Chapter Mission Statement: Advance the knowledge, skills, and abilities of Wayland Baptist University, Anchorage Campus SHRM Student Chapter (WBU-ACSSC) by providing essential resources through education, networking, career guidance, and Human Resource (HR) development activities.

Purpose: This Wayland Baptist University (WBU), Anchorage Campus, SHRM Student Chapter (WBU-ACSSC) succession plan delineates a systematic methodology for linking the ACSSC Acquisition and Retention Plan and the ACSSC Mentorship program towards identifying chapter members for future chapter leadership positions.

Succession Plan Goals for school year 2019-2020:

Goal #1: By May 1, 2019, elect school year 2019-2020 chapter members into leadership positions for whom successors will be identified.

Goal #2: Connect and mentor chapter members identified in leadership skill and position competencies necessary for a smooth transition.

Goal #3: Identifying skill gaps and training needs of potential chapter leaders.

Goal #4: Executive Council members and Directors maintain a “continuity binder” for future chapter leaders.

Goal #5: Grow and engage all chapter members in chapter activities and events. Recruiting effort. ACSSC Executive Council officers will assist Director of Student Relations in developing liaison Anchorage Chapter, Mat Su Valley Chapter, and State SHRM Board.

Goal #6: Evaluate effectiveness of WBU-ACSSC Succession Plan at end of School year, May 12, 2019.

Key Positions within WBU-ACSSC 5583 that this Succession Plan targets

1. Faculty Advisor to Student Chapter
2. Executive Council Positions
 - a. Chapter President – one year term
 - b. Chapter Vice President – one year term.
 - c. Chapter Treasure
 - d. Chapter Secretary
3. Key Support Chapter Positions
 - a. Director of Student Relations
 - b. Director of Community Relations and Development
 - c. Director of Chapter Information Systems
4. Student Teams
 - a. HR undergraduate team
 - b. HR graduate team

Succession Plan Key Terms: Following are a key terms surrounding succession planning processes:

1. **Succession planning.** The future-focused practice of identifying the knowledge, skills and abilities to perform certain functions and then developing a plan to prepare multiple individuals to potentially perform those functions.
2. **Training.** The preparation of an employee to perform the tasks required for his or her current role.
3. **Development.** The practice of equipping an employee (or group) for future roles and responsibilities.
4. **Mentorship:** a personal developmental relationship of teaching, guiding, learning, dialog, and challenge in which a more experienced or more knowledgeable person helps guide a less experienced or less knowledgeable person with the purpose of filling a key chapter leadership position in the future.

Responsibilities in Implementing WBU-ACASC Succession Plan:

7. WBU-ACSSC Faculty Advisor
 - a. Serve as primary liaison between campus staff and faculty for assisting Chapter Executive Council in identifying potential chapter leaders for future Executive Council of Director position.
 - b. Provides technical knowledge to ACSC SHRM Executive Council members on effective mentorship of future chapter leaders.
2. WBU-ACSSC SHRM Chapter President: Oversee the chapter succession plan and discuss chapter succession goals at scheduled Student Chapter Executive Council meetings, and monthly Student Chapter meetings.
3. WBU-ACSSC SHRM Executive Council
 - a. Communicate and support succession plan goals, and assist chapter president in identifying chapter members for future chapter leadership positions.
 - b. Discusses Success Plan as an Agenda item at monthly ACSSC Executive Council monthly meetings.
 - c. Link Succession Plan goals with ACSSC Acquisition and Retention Plan Goals.
4. WBU-ACSSC Members: Support the goals of this Succession plan.

SHRM resources for supporting and executing this Succession Plan:

1. Developing Leadership Talent: A Guide to Succession Planning and Leadership Development (PDF).
2. Few Organizations Have Plans to Stem Brain Drain.

ATTACHMENTS:

- 1. Steps for Developing a Chapter Succession Plan**
- 2. WBU-ACSC Key Positions Succession Chart 2019-2020**
- 3. Development Plan Summary Chart by Key WBU-ACSC Key Positions**

Attachment 1: Succession Plan Process Step:

- Step 1 – Review Chapter’s Mission, Vision, Strategic Plan, and Goals
- Step 2 – Identify Critical Competences Required for Success in Executive Council positions
- Step 3 – Identify roles critical to Mission, Vision, Strategic Plan, and Goals
- Step 4 – Develop and modify role descriptions for each executive council positions
- Step 5 – Identify gaps in skills and abilities and prioritize Succession Plan training and development need.
- Step 6 – Create the value proposition
- Step 7 – Link succession plan with chapter’s recruiting plan
- Step 8 – Identify, engage, and select potential chapter leaders for training and mentoring.
- Step 9 – Assimilate new leaders into Chapter leadership positions.
- Step 10 - Evaluate effectiveness of the Succession Plan

Attachment 2: WBU-ACSC Key Positions Succession Chart 2019-2020

Key WBU-ACSC Positions	Names	Position Vulnerability	Succession Candidate Names		
			Names	Position	Ready Date
Faculty Advisor	Ms. Mary Rydesky	May 2019	Ms. Shirley Kelly	Faculty Advisor	May 1, 2019
President	Penny Mosher	September 22, 2019		President	May 1, 2020
Vice President	Rex Sharpe	September 22, 2019		Vice President	May 1, 2020
Treasure	Mary Chris Reynoso	September 10, 2019		Treasure	May 1, 2020
Secretary	Elene Cole	September 10, 2019	(To be Identified)	Secretary	May 1, 2020
Director of Student Relations	Vacant		(To be Identified)	Director of Student Relations	May 1, 2020
Director of Community Relations	Vacant		(To be Identified)	Director of Community Relations	May 1, 2020
Director of Chapter Information Systems	Lisa Pugh		(To be Identified)	Director of Information Systems	May 1, 2020

Attachment 3: WBU-ACSSC Development Plan Chart 2019-2020

Key WBU- ACSC Positions	Names	Mentor	Knowledge and Skills Development Plan		
			Knowledge	Skills	Dates
Faculty Advisor	Ms. Rydesky	Dr. Rambow	<p>Understand Local, State, Regional, and National SHRM contacts.</p> <p>Review, distribute, and oversee SHRM material distributed to Chapter to officers.</p> <p>Understand and educate chapter officers and members in the role of SHRM as a professional organization.</p>	<p>Advises chapter officers on the formation and implementation of the chapter's goals, objectives and programs.</p> <p>Guide chapter officers in the formation and distribution of chapter goals to chapter members</p>	
President	Ms. Mosher	Ms. Mary Rydesky	<p>Read and understand the chapter's bylaws.</p> <p>Understand and monitor the chapter's established objectives.</p> <p>Understand the SHRM Merit award process and monitor chapter's progress.</p> <p>Keep Chapter web-page and other media sites current and in compliance with SHRM policies.</p>	<p>Serve as primary interface between the student chapter, advisor, the department and university within which it functions, and SHRM.</p> <p>Lead and facilitate the development of clear set of objectives and an operating plan for the chapter year.</p> <p>Assist in the training of newly elected officers.</p> <p>Preside over executive council and chairperson and chapter meetings as chapter president.</p>	

Vice President	Rex Sharpe	Ms. Kelly	<p>Perform the duties of the president in the event of his or her absence, disability or at the president's request as listed below:</p> <p>Read and understand the chapter's bylaws.</p> <p>Understand and monitor the chapter's established objectives.</p> <p>Understand the SHRM Merit award process and monitor chapter's progress.</p> <p>Read and understands chapter recruiting and succession plans</p>	<p>In the absence of the president:</p> <p>Serve as primary interface between the student chapter, advisor, the department and university within which it functions, and SHRM.</p> <p>Lead and facilitate the development of clear set of objectives and an operating plan for the chapter year.</p> <p>Assist in the training of newly elected officers.</p> <p>Preside over executive council and chairperson and chapter meetings as chapter president.</p> <p>Additionally be able to:</p> <p>Coordinate the semester calendar of events for the chapter.</p> <p>Oversee the director of community relations and the director of student relations.</p>	
Treasure	Mary Chris Reynoso	Ms. Pugh	<p>Read and understand the chapter's bylaws.</p> <p>Read and understands chapter recruiting and succession plans</p> <p>Understandings basic accounting and budgeting principles</p>	<p>Skilled in gathering, accounting, distributing, and managing the chapter's funds.</p> <p>Develops with executive council chapter yearly budget</p>	

Secretary	Ms. Cole	Ms. Rydesky	<p>Read and understand the chapter's bylaws.</p> <p>Read and understands chapter recruiting and succession plans</p>	<p>Skilled in take minutes of meetings, distribute meeting agenda and previous meeting minutes, circulate sign-in and sign-up sheets at meetings, make copies available of relevant announcements, scholarship forms, and any other materials for distribution at chapter meetings.</p> <p>Skills in guiding and directing the director of chapter information</p>	
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Director Student Relations	Vacant		<p>Read and understand the chapter's bylaws.</p> <p>Read and understands chapter recruiting and succession plans</p>	<p>Skilled in the following areas:</p> <p>Developing and implementing a chapter welcome plan for new members</p> <p>Develop a chapter data base that helps retain existing members.</p> <p>Works with executive council in implementing chapter recruiting and succession plans that assist and mentor students in ways that enrich their chapter membership experience</p> <p>Coordinate with Director of Chapter Information Systems, or in the absence of the Chapter Information Systems Director, maintain graduated student database to which student information is transferred from the membership database to this alumni database and record graduating student job placement information.</p>	
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Director Community Relations and Development		Ms. Rydesky	<p>Read and understand the chapter's bylaws.</p> <p>Read and understands chapter recruiting and succession plans</p>	<p>Skilled in the following areas:</p> <p>pursuing and organizing community service projects.</p> <p>Planning and organizing of chapter fund-raising events.</p> <p>Recruiting and coordinating volunteers for chapter community projects</p>	
Director Chapter Information Systems	Lisa Pugh		<p>Read and understand the chapter's bylaws.</p> <p>Read and understands chapter recruiting and succession plans</p>	<p>Skilled in the following areas:</p> <p>Developing, maintaining, and regularly updating the chapter Web site, listserv and membership database.</p> <p>Liaison with Anchorage SHRM Chapter on mutually supported community events.</p>	