



What Does it Mean to be a
PSHRA-SC Board Member?

Cyndi Stafford, President-Elect



Agenda

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Roles/Positions

Qualifications

What's in it for me?

Q&A

Board Positions

President

President-Elect

VP Programs

VP of Membership

Secretary

Treasurer

Communications Director

Director-At-Large (4)

Past President

All Positions Serve a Two-Year Term





President

The **President** shall represent the membership in all Association matters. The President, subject to the approval of the Board of Directors, shall create committees and make committee appointments whenever it appears appropriate to do so. The President may assign duties to officers, other members of the Board of Directors, and other members, and shall schedule, convene, and preside at all meetings of the members and those of the Board of Directors. When the President's term of office is completed, they shall remain a voting member of the Board of Directors as the Past President.

President-Elect

The **President-Elect** shall act for the President in the President's absence, and shall be an ex-officio member of, and act as liaison agent for the President of all standing committees. This officer shall act as the Conference Chair for the Association's Annual Workshop, and shall chair workshop committee meetings, prepare schedules and timetables, and make periodic reports to the Board.

VP of Programs

The **Vice President Programs**, shall, subject to the approval of the President, make the necessary arrangements for all membership training meetings of the Association. This includes the selection and scheduling of speakers, creating the workshop on Zoom or/and booking of meeting places, arranging for the registration and payment by attendees, and all other related functions.



VP Membership



The **Vice President Membership** shall be responsible for promoting active membership in the Association, reviewing new membership applications, and submitting them for Board approval, publishing and maintaining a directory of membership, and maintaining the Association's mailing list, engage members and actively encourage new members.



Secretary

The **Secretary** shall keep minutes of all Board meetings and shall forward to each member of the Board a copy of the minutes each meeting. The Secretary shall maintain current records of the Association, other than financial, and under the direction of the President, may correspond for the Association and shall upload the agenda and minutes to the Association's website.

Treasurer

The **Treasurer** shall receive and hold all funds, make all disbursements, and maintain necessary and appropriate records of all Association financial transactions, and shall make a financial report at each regular meeting of the Board of Directors. The Treasurer shall be responsible for the annual financial report and the filing of the appropriate tax returns.



Communications Director

The **Communications Director** shall publish and distribute announcements and other special notices to all members and coordinate publicity for the Association activities, which includes workshops and the Annual Training Conference, market events using the membership platform and social media, and maintain website.



Director-At-Large

The **Director-At-Large** shall serve the President in a supporting capacity to the Board. The Director-at-Large may be assigned duties in one or more of the following areas:

- ★ Assisting Vice President of Programs with workshops that may include coordinating, scheduling, and soliciting speakers for webinar trainings.
- ★ Assisting Vice President of Membership with membership initiatives, which includes member engagement and outreach.
- ★ Assisting the Treasurer with the management of the Association's financial records.
- ★ Assisting with annual conference which may include creating marketing materials, moderating workshops, and setting up for conference like preparing swag bags
- ★ Preparing reports and conduct research
- ★ Working with Communications Director in redesigning and content creation for the PSHRA-SC website.



Qualifications

The ideal Board Member possesses the following qualifications:

1. Passion for human resources issues affecting public sector employers.
2. Integrity, credibility, and passion for improving the professional lives' of PSHRA-SC members.
3. **Ability to commit personal as well as employer's time to fulfill Board member duties (approximately 2-3 hours per month, not including attendance and participation in PSHRA-SC events).**
4. Demonstrated professional achievement and success.
5. Commitment to excellence, training, and improving public sector management.
6. Commitment to collaborative decision-making and professional, courteous interpersonal relations.
7. **Current PSHRA membership (an ongoing requirement for Board members).**
8. Understanding of governance and the importance of a shared understanding with management about accountability and defined decision-making processes.



Additional Qualities

- ★ Embody the motto: “We serve those who serve.”
- ★ Represent PSHRA-SC to its stakeholders and act as an ambassador for the organization.
- ★ **Prepare for and attend Board and committee meetings, ask questions, take responsibility, and follow through on a given assignment, and review the agenda and supporting materials prior to Board and committee meetings.**
- ★ Appreciate the benefits of varied backgrounds and cultures.
- ★ Respond positively to change and modify behavior as the situation requires.
- ★ Have sound collaborative decision-making, judgment, and diplomacy skills.
- ★ Have service mentality, respect for and sincere desire to help others with diverse background and experiences.
- ★ Have strong sense of integrity and commitment to ethical behavior and accountability and have courage to intervene and protect against unethical behavior.
- ★ **Work collaboratively with team members to create and support a positive environment.**
- ★ Demonstrate, promote, and support a culture of diversity, equity, inclusion and belonging.
- ★ Ensure PSHRA-SC’s commitment to a diverse Board and staff that reflects the professionals PSHRA-SC serves.
- ★ Approve PSHRA-SC’s annual budget, audit reports, and material business decisions, continuously work toward being informed of and meeting all legal and fiduciary responsibilities, provide fiduciary oversight.
- ★ Take on special assignments.
- ★ **Remain passionate and current in the field of public sector human resources.**

What's in it for me?

Develop Leadership Skills

Give Back – Serve Those Who Serve

Mentor and Be Mentored

Learn Conference Planning Skills

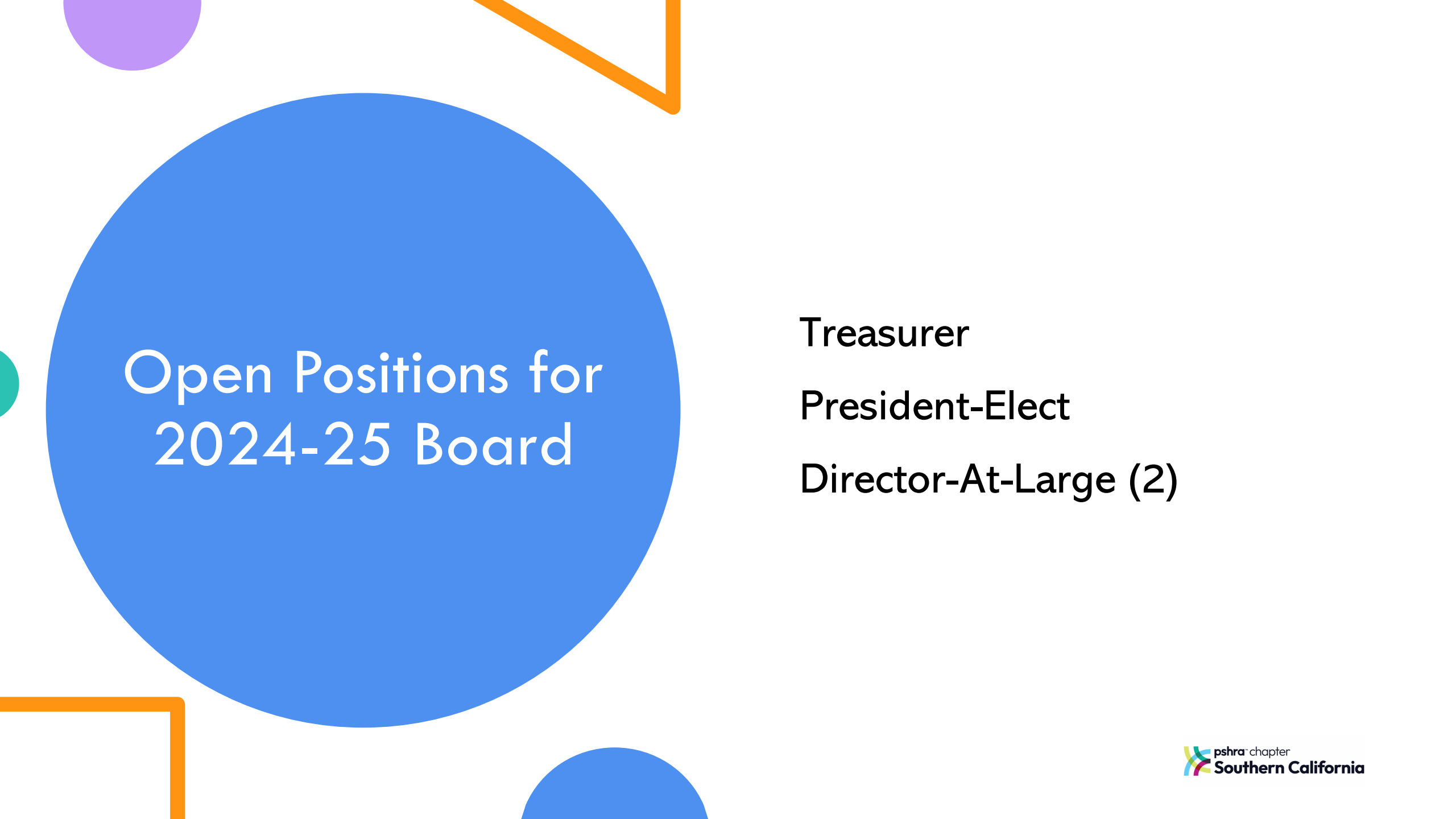
Get Yourself and Your Agency Better Known

Develop Programming

Connect with Others

Drive the HR Agenda





Open Positions for 2024-25 Board

Treasurer

President-Elect

Director-At-Large (2)



Thank you

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