

2025



Join Our Board



Benefits of being a board member:

- Free Annual KC SHRM Membership
- Free attendance to Monthly Meetings
- Professional Development/Networking
- Community Engagement

Benefits are dependent on continued active status of a board member in good standing. Board members will be asked to attend every monthly lunch and learn meeting, most community engagement events and monthly board meetings in person.

Send an Email to us by 10/3 with your interest.

Who We Are

The Kern County Chapter Society for Human Resource Management (KC SHRM) is an organization of human resource professionals whose primary goal is to foster an educational environment that is facilitated by the exchange of information and ideas.

Open Director Positions

Monthly Time Commitment:

President Elect (2025)

5-7 Hrs.

- This position will assume the duties of President at the request of the President or in the absence or disability of the President.
- This position will coordinate the monthly meetings and attend the Voluntary Leadership Conference, assist in coordinating the monthly community outreach, and have signatory responsibilities on the local Chapter checking account.

Monthly Time Commitment:

Marketing/Communication

10-12 Hrs.

- Promotes awareness of the purpose and actions of the chapter through ongoing communication efforts and branding initiatives, using the social media tools.
- Makes sure that HR professionals, both within and without of SHRM are fully informed of chapter resources and activities by using existing and developing social media.
- Works closely with other chapters members to ensure that the chapter is portraying a consistent and professional image to its members and to the business community at large.

Monthly Time Commitment:

Professional Development

4-5 Hrs.

- Coordinates the human resource training and development activities for the state council, SHRM professional chapters and their members.
- Works within the community to ensure the board and members are participating in opportunities for growth. Maintains a clearinghouse of chapter speaker information and program topics. Coordinates a statewide HR Speakers' Bureau.
- Works with chapter leaders by providing resources for chapter programs. Provides support and direction to chapter leaders to complete the Chapter SHRM Affiliate Program for Excellence (SHAPE) Year-End Report.

Monthly Time Commitment:

Treasurer Elect (2025)

5-6 Hrs.

- This position requires one year as an incumbent working alongside the current Treasurer.
- Act as financial officer and advisor to chapter board of directors.
- Maintains the chapter mailbox and distributes mail to the appropriate officer, director, or chair. Send dues notices and other invoices to members.

Contact Us



kerncountyshrm@gmail.com



www.KCSHRM.com

Monthly Time Commitment:

Legislative

5-7 Hrs.

- Serve as an appointed/elected member of the chapter leadership.
- Monitor and evaluate on a continuing basis pending legislative, regulatory and legal action at the federal, state, and local level that may have an impact on the management of human resources.
- Present a legislative report or update to the chapter president and fellow chapter members. Inform elected officials of SHRM's position on legislation affecting the human resources profession.

Monthly Time Commitment:

Membership

5-7 Hrs.

- This position shall maintain Chapter membership and mailing list, be the contact person for membership information, assist on membership drive, coordinate preparation of membership directory, and assist in guest registration at monthly meetings.
- This position will arrange for or take reservations for the
- monthly meetings, prepare attendance list and name tags.

Monthly Time Commitment:

Workforce Readiness

3-4 Hrs.

- Serves as an appointed member of the chapter board of directors.
- Monitors and evaluates on a continuing basis local activities concerning workforce readiness issues and plans and encourages chapter involvement and activities impacting the workforce readiness arena.
- Presents a report or update to the chapter president and fellow chapter members.

Monthly Time Commitment:

Secretary

4-5 Hrs.

- Take minutes of chapter meetings, provide notice of meetings and general correspondence.
- Maintain chapter records and history.
- Maintain a record of attendance and prepare the minutes of all officers' and directors' meetings and regular chapter meetings.

Monthly Time Commitment:

Sponsorship

4-5 Hrs.

- This position is responsible for garnering interest from sponsors for all of our events throughout the year, including coordinating their attendance to discuss their business at our meetings, matching sponsors with monthly meeting topics, and developing lasting relationships with vendors to ensure continuity.

Monthly Time Commitment:

Community Outreach

5-6 Hrs.

- Plan and book community outreach initiatives for the board of directors, including putting together signup sheets, scheduling, and reviewing opportunities in the area.
- Partner with local non-profits and charities for involvement and awareness, developing ways for the board and KC SHRM community to get involved.
- Coordinate activities and donations with the board and lead the outreach initiatives.



Monthly Time Commitment:

Program/Certification

3-4 Hrs.

*must have SHRM or HRCI certification

- Manage the Chapter's SHRM Certification program.
- Collaborate with chapter members to select topics and speakers for monthly program and events to provide information on topics of broad interest to chapter members.
- Coordinate speakers and topics with potential speakers and vendors and maintain chapter speaker schedule.

Monthly Time Commitment:

Symposium Vice Chair (2025)

6-7 Hrs.

- This position requires one year as an incumbent working alongside the current Symposium chair.
- Manage the activities of the conference committee to provide conference programs for the chapter membership.
- Chair meetings of the conference committee to select topics and speakers for programs and to provide information on topics of broad interest to members. Recruit members to serve on conference committee.

Monthly Time Commitment:

Diversity, Equity and Inclusion

3-4 Hrs.

- Serve as an appointed member of the chapter board of directors.
- Monitor and evaluate on a continuing basis local activities concerning diversity issues.
- Spearhead the effort to diversify the chapter's membership/leadership and to publicize successful diversity programs in the local community.

Monthly Time Commitment:

College Relations

3-4 Hrs.

- Manage the scholarship program, internship program, and college outreach efforts.
- Develop scholarship application evaluation criteria and design the appropriate materials.
- Promote the scholarship program and internship program to local colleges and universities.

Monthly Time Commitment:

SHRM Foundation

3-4 Hrs.

- Educate, promote, and represent the interests of the SHRM Foundation and its activities to the chapter membership. 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 support an annual chapter contribution to the SHRM Foundation by the chapter.

