

## Chapter Council Chair & Vice Chair

The Chapter Council Chair is the leader of the Chapter Council, will coordinate activities of the Chapter Council, and act as the principal liaison with HRPA. They will also ensure the Chapters' primary objectives are followed such as acting as ambassadors for HRPA and the human resources (HR) profession, providing professional development opportunities, arranging networking and social events, facilitating ad-hoc volunteer opportunities.

### Responsibilities:

- Complete volunteer onboarding
- Conduct a planning session with the Chapter Council and HRPA staff to plan future Chapter events
- Ensure Chapter events are held in different locations across the region to provide all members with equal opportunity to attend in person.
- Review the activities of all Chapter Council Volunteers and ensure they are working collaboratively.
- Attend and participate in all scheduled Chapter Council meetings
- Ensure all Council Chapter Volunteers are complying with the Chapter Governance and Operating Terms, and Volunteer Code of Conduct.
- Work with HRPA staff to ensure the Chapter Council follows the Associations' financial policies and guidelines
- Preside over all Chapter Council meetings and ensure they are conducted in accordance with HRPA guidelines and Code of Conduct
- Participate on Chapter Council Calls held by HRPA Staff
- Promote good relations within HRPA by:
  - Work with all HRPA staff and leadership team as ambassadors of HRPA
  - Participate in the spirit of open and honest dialogue in all HRPA Council Chair/Vice Chair and Board of Directors joint meetings
  - Share all information provided to Chapter Council Chair by HRPA with the Chapter Council
  - Advise HRPA of Council successes, initiatives and challenges on behalf of the Chapter Council
  - Remain informed about HRPA initiatives and communicate these to Chapter Council volunteers
  - Respond to all communications directed to Chapter Council Chairs from HRPA where required

- Ensure the Chapter Council is using HRPAs technology platforms for communication and document sharing
- Ensure adherence to Chapter Council Nomination and Election protocols
- Manage and protect against loss any Chapter Council property
- Encourage all members to participate in HRPAs member surveys

## **Chapter Council Volunteer**

Chapter Council Volunteers will act collaboratively to ensure the Chapters' primary objectives are followed such as acting as ambassadors for HRPAs and the human resources (HR) profession, providing professional development opportunities, arranging networking and social events, facilitating ad-hoc volunteer opportunities.

### **Responsibilities:**

- Complete volunteer onboarding
- Participate in planning session with the Chapter Council and HRPAs staff to plan future events
- Follow the Associations' financial policies and guidelines. Ensure Chapter events are held in different locations across the region to provide all members with equal opportunity to attend in person.
- Work collaboratively to assist in Chapter Council responsibilities as required.
- Attend and participate in all scheduled Chapter Council meetings
- Participate on Chapter Council Calls held by HRPAs Staff