

# Dallas Human Resources Management Association, Inc.

## Executive Committee Job Description

### **Executive Committee Position Summary:**

The Executive Committee ("EC") shall be responsible for the oversight of the management and business affairs of the Corporation. In conjunction with the volunteer leadership and staff, the EC is also responsible for oversight of the activities of both divisions' leadership teams.

The Executive Committee is comprised of the DallasHR President and President-Elect, the HRSouthwest Conference Director and Conference Director-Elect, and the Executive Director. The Executive Director serves as Chair of the EC.

### **Reports to:**

The Board of Trustees ("BOT") of DHRMA and it's constituents (including membership of DallasHR, The HRSouthwest Conference attendees and all other customers of the Corporation).

### **Responsibilities:**

The Executive Committee is responsible to:

- Oversee the development of the annual budget and ensure that proper financial controls are in place. Review, revise and recommend for approval.
- Strengthen the Corporation's programs and services; to determine which programs are the most consistent with the Corporation's mission; and to monitor their effectiveness.
- Recruit and train new volunteer leadership members and assess team performance for both departments.
- Complying with all known existing legal, regulatory and financial reporting requirements as well as Corporate Bylaws and established guidelines
- Long term Contracts (more than one year) – Review, revise and recommend for BOT approval
- Employee Benefit Programs – Review, revise and recommend for approval
- Employee Handbook Changes with a financial impact – Review, revise and recommend for BOT approval
- Addition of new volunteer position job description – Review, revise and recommend for BOT approval
- Changes to financial processes and procedures – Review, revise and recommend for BOT approval
- Corporate policies and procedures – Create, review, or revise. Recommend for BOT approval
- Other recommendations to enhance the services of DallasHR and The HRSouthwest Conference

**Qualifications of Volunteer Leadership:**

- Must be a member of SHRM and DallasHR
- Previously served a minimum of three years in a leadership position with the Corporation
- Has at least seven years overall experience in the human resources profession, HR education, or HR legal arena
- Professional certification is preferred (such as, PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP, CCP, CEBS, JD)

**Expectations of all:**

- Attendance at Board of Trustee meetings (President and Conference Director Only)
- Attendance at Executive Committee meetings
- Attendance at DallasHR/The HRSouthwest Conference leadership orientation
- Attendance at SHRM National Conference (President and Conference Director Elect only)
- Attendance at SHRM Leadership Conference (President Elect and Conference Director Elect only)
- Attendance at Texas State Council Meetings (President, Conference Director only)

**Additional Expectations for DallasHR Positions:**

- Attendance at Association meetings and events (monthly Board meetings, monthly membership meetings, special programs, social events, etc.)
- Attendance at The HRSouthwest Conference
- Recommended periodic attendance at The HRSouthwest Conference's board meetings

**Expectations for The HRSouthwest Conference Positions:**

- Required to attend The HRSouthwest Conference
- Attendance at The HRSouthwest Conference Board meetings
- Recommend periodic attendance at DallasHR's board meetings

**Requirements per Bylaws:**

Must exercise duty of care by:

- Attending Executive Committee meetings
- Making informed decisions
- Carrying out duties in a reasonable and responsible manner
- Supporting majority decisions of Executive Committee
- Leading by example

Must conform to the Bylaws Conflict of Interest:

Leadership must disclose all material facts and relationships and refrain from voting on any matter when there is a potential for conflict of interest. This accountability to the Organization includes:

- Loyalty to any other interest group(s), boards or staffs
- Personal interest or private business of any Trustee