



## **Responsibilities of a SHRM NorCal Committee Member**

1. Be familiar with the following:
  - SHRM NorCal Vision, Mission and Goals (Strategic Plan)
  - Committee Purpose and Responsibilities
  - Committee Members (Roster)
  - SHRM NorCal Volunteer Policies and Guidelines
  
2. Be prepared, regularly attend, and actively participate in committee meetings (typically Zoom meetings). Committees meet monthly or bi-monthly, depending on the committee.
  
3. Support developing and implementing the committee's purpose, goals, and related strategies (i.e., issue research, membership engagement programs, event topic development, etc.).

**Time Commitment:** Committee member contributions may vary but are expected to be between two and four hours per month.

## **SHRM NorCal Key Volunteer Guidelines**

**Attendance Expectations.** Committee & NorCal Advisory Council members are expected to attend meetings regularly. Regular attendance is critical in each committee's & the council's ability to perform their responsibilities and to ensure members have strong knowledge and good communication in the committee/council activities, policies, and decision-making processes. Therefore, if a member cannot attend regularly, the Chair of the committee or council should take the following reminders and actions.

1. Missing two meetings. The volunteer will be politely reminded of the policy, and an inquiry will be made if the volunteer can attend meetings regularly in the future.
2. Missing three meetings. The volunteers will be sent an email thanking them for their service and will be removed from the committee.
3. The Chair of the committee or council has the discretion to use his/her judgment in implementing this policy. The Chair has the authority to consider appropriate circumstances that may warrant exceptions to this policy.

**Operational Guidelines.** The following guidelines and policies are being established to support the vital operations of each committee and council.

1. **Orientation.** Each committee and the NorCal Advisory Council should have at least one orientation at the beginning of the committees/council cycle.
2. **Volunteer Expectations.** Each Committee & Council should be deliberate, at least once a year, in asking its volunteers what they would expect or desire to get out of their volunteer experience.
3. **Evaluation.** Each Committee and the NorCal Advisory Council should review and evaluate their activities formally at least once each year. Such evaluations may include a survey of the volunteers. Suggestions and recommendations that have consensus should be incorporated for next year. The exception would be suggestions that have a specific budget or resource impact, which would need staff approval.
4. **Outreach to new volunteers.** It was suggested that 1-1 follow-up should be taken by either the committee chair, NorCal Advisory Council Chair, or another committee member. Current members of the

committee or council could be assigned to new volunteers as a point of contact so the new member has a person, they know they can approach with questions or suggestions.

5. **Flexibility.** Each committee/council is recommended to have two “tiers” of membership: Regular members who are expected to participate fully and “part-time” members who include limited involvement and are focused on projects, tasks, and the like.
6. **SHRM Membership.** Committee members must be SHRM members in good standing.

**Conflict Of Interest.** When a committee/council is involved in deciding or developing a recommendation in which there exists a material interest of any of its members, the decision or recommendation would be identified as a potential conflict of interest by the staff, the Chair of the NorCal Advisory council or committee chair or another member of the committee, or the individual(s) involved in the potential conflict. A material interest may exist in but is not limited to purchasing or exchanging goods or services with SHRM and choosing conference or education speakers.

1. If a material interest is perceived to exist for any current or former member of the NorCal Advisory Council or any committee, task force, etc., the following should occur:
2. The committee will be notified by the Chair or by staff that the committee will be involved in making a “material” recommendation or decision.
3. Any member of the committee who is associated with the relevant service or product or would directly or indirectly benefit from the decision will identify him/herself as having a potential conflict of interest.
4. If the committee member is either unaware or unable to identify the conflict of interest or disagrees that there is a conflict, the committee Chair will be the final authority in determining whether a conflict exists.
5. If a potential conflict of interest exists or is determined, the committee member will not receive materials or participate in any discussion that is involved in making the relevant decision or recommendation.
6. Once the relevant decision or recommendation is made, the committee member will be informed of the recommendation and return to full participation in all other aspects of the committee’s work and deliberations

**Contracts and Agreements.** No Committee or Advisory Council Chair has the authority to enter into a contract or agreement on behalf of SHRM.