

SHRM Checklist of Chapter Activities by Month

SHRM is providing chapter presidents with this monthly checklist to help you in your planning. You will see that each month, there are required (or date-sensitive) activities, recommended activities, and items for review. If your organization is on a fiscal year, use January as your starting month, but also check each month since there are certain deadlines and initiatives that happen during specific months.

	Required	Recommended	Review
January	<ul style="list-style-type: none"> Hold planning meeting with new board using SHAPE planning workbook—be sure to include a succession planning discussion. Participate in your state leadership conference if one is held (required for SHAPE Award). Contact your State Council Director for more information. Complete the SHAPE chapter online form by 1/31—plan for at least two people to have the data to complete it on time in case one person is unavailable. Ensure that the chapter president is a member of SHRM throughout the year. If your bylaws require that other chapter board members are SHRM members, ensure that they remain SHRM members throughout the year. If you hold a chapter conference or any educational event for 200+ participants, invite your Field Services Director (FSD) to speak at a session; also offer your FSD 10-15 minutes of time at the podium to address the full group; FSD should have a prime/visible booth location if you have an exhibit hall. (Required in SHAPE.) Notify your FSD of key chapter events for the year, such as conferences, annual award ceremonies, strategic planning meetings, and any other events you might want SHRM staff to attend. If there have been any changes in your volunteers, report them to your Member Engagement Associate. Keep SHRM informed of any changes to e-mail addresses, contact information, and role changes as they occur. Promote the SHRM Certification program and encourage members to become certified. Set up or determine the feasibility of having a local study group or provide certification prep materials and available courses to your members. For January – November please submit Chapter Designation Forms by the 5th business day prior to the end of the month to be processed. 	<ul style="list-style-type: none"> Fill your volunteer leader positions, and/or solicit volunteers. Develop and communicate your chapter’s short- and long-term goals. Provide the SHRM Fundamentals of Chapter Operations Manual to all volunteers. Hold new leader orientation/transition using the slides and workbook in the VLRC. Provide a volunteer job description to the board and your expectations for the year. Ask your membership chair to work with the state membership director to make sure they have a membership campaign scheduled and that volunteers are aware of the membership recruitment/retention resources available from SHRM. Use the “SHRM as a Resource” presentation to show your members the value of SHRM membership. This can be done at a member meeting or new member orientations. Mark your calendars for key events during the year, such as the conference calls for chapters by size, Core Leadership Area (CLA) calls and webinars, state council meetings (chapter presidents should attend these meetings), state leadership events, SHRM conferences, etc. District directors should be reaching out to chapter presidents to provide a presentation on SHRM member benefits, help chapter with orientation and planning meetings, etc. Please be responsive to your State Council Director and District Director. Prepare an annual budget – it is recommended that you provide a budget for all of your committees/board members. Set up process for tracking member retention – refer to the Membership CLA section in the VLRC. Encourage your board and committee members to participate in SHRM Connect groups to share practices and ideas. Super mega and 100% chapters are allowed two e-blasts per quarter to promote their activities to all SHRM members in the chapter’s ZIP code range. Complete the online request form in the VLRC. Use the quarterly rolling PowerPoint with updates from SHRM at your chapter meetings during networking time. Find the slides in the VLRC under “Communications.” Submit your monthly program for recertification credits with the SHRM Certification Preferred Provider Program. 	<ul style="list-style-type: none"> Have all new committee chairs and board members review the resources/webinars on the VLRC. Ensure that board members carefully review and understand the chapter bylaws; consider changes as needed throughout the year. You can review SHRM’s Bylaws Checklist and Model Bylaws. Review the chapter’s charter with your board (if you cannot locate this document, you can request it from your Member Engagement Associate at SHRM). Provide the Guide to Financial Management to treasurer and other key volunteers (all should review it). Be sure that you are receiving e-mails from SHRM Volunteer Communications; if you have ever opted-out of a SHRM e-mail, you might not receive important information about your volunteer role. Review Parliamentary Procedure resources. Have the chapter secretary review the following resources: Guide to Taking Minutes and Maintaining Your Chapter’s History. The chapter president should review the online resources for running effective meetings. With your board, review the SHAPE initiatives each month to be sure you are on track for an award or to meet SHRM’s requirements in Section 1 of the SHAPE.

Excellent Webinar Resources for Incoming Boards to Review Upon Taking Office

Webinar Resources (20 minutes)

- [Chapter Board Meetings](#)
- [Strategic Planning](#)
- [Alternative Chapter Structures](#) (for chapters considering adding Member Service Areas in nearby towns/cities)

Webinar Resources (~1 hour)

- [Time Management](#)
- [Leadership Development](#)
- [Engaging and Motivating Volunteers](#)
- [Successful Programming](#)
- [Transitioning to a 100% Chapter](#)

- [Leveraging Technology - Part I: SHRM Connect](#)
- [Leveraging Technology - Part II: SHRM-Hosted Website Program](#)
- [Working with the Media](#)
- [Activating and Engaging Young Professionals](#)
- [Better Together: Alternate Chapter Structures](#) (a more detailed presentation than the one above for chapters considering adding Member Service Areas in nearby towns/cities)

- [Express Yourself: Creating and Maintaining Your Brand](#)
- [Successful Practices in Succession Planning: A Panel Discussion](#)
- [Chapter Financial Management and Legal Issues for Chapters](#) | Handout: [SHRM Antitrust Compliance Policy](#)
- [Community Outreach Programs](#) | Presentation referenced: [Career Advancement & Education](#)
- [Engaging Chapter Members](#)

	Required	Recommended	Review
February	<ul style="list-style-type: none"> • Ensure that you are signed up for direct deposit for Chapter Financial Support Payments (CFSP). • Ensure that the chapter is using the correct "affiliate of" SHRM logo with the registrata mark (® not ™). • If there have been any changes in your volunteers, report them to your Member Engagement Associate. Keep SHRM informed of any changes to volunteer e-mail addresses, contact information, and role changes. • Determine who from your board will be participating in state council meetings, the state leadership conference, state annual conference, and the SHRM Volunteer Leader Summit and SHRM Annual Conference. It is important to put these events on your board's calendars early to guarantee your organization is represented and to receive credit for SHAPE. It is preferred that the president and/or president-elect be the representative. • Promote the SHRM Certification program and encourage members to become certified. Set up or determine the feasibility of having a local study group or provide certification prep materials and available courses to your members. • For January – November please submit Chapter Designation Forms by the 5th business day prior to the end of the month to be processed. 	<ul style="list-style-type: none"> • Consider a membership drive to work toward obtaining Membership SuperStar status (see membership best practices in the SHAPE planning workbook for ideas). • Add a box on your chapter website showing the first-time SHRM member discount application link and promo code (available from your Regional Team). • Super mega and 100% chapters are allowed two e-blasts per quarter to promote their activities to all SHRM members in the chapter's ZIP code range. Complete the online request form in the VLRC. • Promote the SHRM Student Conferences (usually held in March/April) and help identify volunteers and determine ways to support your local student chapters. Student chapters receive no financial support from SHRM, so consider financial support to help them get to a student conference. • Celebrate African-American History Month with your chapter with a program on a diversity topic (see diversity best practices in the SHAPE planning workbook for other ideas). • Make sure all of your Core Leadership Area (CLA) directors and committee chairs are participating in the CLA teleconferences and webinars. • Budget for your contribution to the SHRM Foundation. You can either send a check immediately, or if you know you will not make a donation until later in the year, you can also make a pledge. You can also make a donation online. • Use the quarterly rolling PowerPoint with updates from SHRM at your chapter meetings during networking time. Find the slides in the VLRC under "Communications." • Submit your monthly program for recertification credits with the SHRM Certification Preferred Provider Program. 	<ul style="list-style-type: none"> • Review e-mails from SHRM Volunteer Communications for news and updates from SHRM. • With your board, review the SHAPE initiatives each month to be sure you are on track for an award or to meet SHRM's requirements in Section 1 of the SHAPE.

<h1>March</h1>	Required	Recommended	Review
	<ul style="list-style-type: none"> Promote the SHRM Annual Conference via e-mails and in chapter meetings to all chapter members (refer to SHAPE Section 3.1). Be sure that you are maintaining your chapter affiliation requirement throughout the year. If there have been any changes in your volunteers, report them to your Member Engagement Associate. Keep SHRM informed of any changes to volunteer e-mail addresses, contact information, and role changes. Promote the SHRM Certification program and encourage members to become certified. For January – November please submit Chapter Designation Forms by the 5th business day prior to the end of the month to be processed. 	<ul style="list-style-type: none"> Host a speaker on current/upcoming legislative issues (see governmental affairs best practices in the SHAPE planning workbook for other ideas). Super mega and 100% chapters are allowed two e-blasts per quarter to promote their activities to all SHRM members in the chapter’s ZIP code range. Complete the online request form in the VLRC. Use the quarterly rolling PowerPoint with updates from SHRM at your chapter meetings during networking time. Find the slides in the VLRC under “Communications.” Submit your monthly program for recertification credits with the SHRM Certification Preferred Provider Program. 	<ul style="list-style-type: none"> Review e-mails from SHRM Volunteer Communications for news and updates from SHRM. With your board, review the SHAPE initiatives each month to be sure you are on track for an award or to meet SHRM’s requirements in Section 1 of the SHAPE.

<h1>April</h1>	Required	Recommended	Review
	<ul style="list-style-type: none"> Promote SHRM Annual Conference to all members with hard copy flyers or using the SHRM-provided promotional materials for your websites/newsletters (refer to SHAPE Section 3.1). If there have been any changes in your volunteers, report them to your Member Engagement Associate. Keep SHRM informed of any changes to volunteer e-mail addresses, contact information, and role changes. For 100% chapters, be sure that you do not have any non-SHRM members (LMOs) on your list and that you do not have any non-SHRM member categories. ALL members MUST be SHRM members. Promote the SHRM Certification program and encourage members to become certified. For January – November please submit Chapter Designation Forms by the 5th business day prior to the end of the month to be processed. 	<ul style="list-style-type: none"> Conduct an audit of your chapter roster against the SHRM chapter roster, the SHRM at-large list, and the SHRM expired-member list to ensure that your chapter records match SHRM’s records in time for the CFSP checks to be deposited. Promote the SHRM Foundation Regional Scholarships for HR professionals; application due in mid-July. Super mega and 100% chapters are allowed two e-blasts per quarter to promote their activities to all SHRM members in the chapter’s ZIP code range. Complete the online request form in the VLRC. Use the quarterly rolling PowerPoint with updates from SHRM at your chapter meetings during networking time. Find the slides in the VLRC under “Communications.” Submit your monthly program for recertification credits with the SHRM Certification Preferred Provider Program. 	<ul style="list-style-type: none"> Review e-mails from SHRM Volunteer Communications for news and updates from SHRM. With your board, review the SHAPE initiatives each month to be sure you are on track for an award or to meet SHRM’s requirements in Section 1 of the SHAPE.

Tax Filings Due By May 15: Info Below from the IRS

IMPORTANT! Most small tax-exempt organizations whose annual [gross receipts](#) are [normally \\$50,000 or less](#) are required to electronically submit Form 990-N, also known as the e-Postcard, unless they choose to file a complete Form 990 or Form 990-EZ instead. If you do not file your e-Postcard on time, the IRS will send you a reminder notice. There is no penalty assessment for late filing the e-Postcard, but an organization that fails to file required e-Postcards (or information returns – Forms 990 or 990-EZ) for three consecutive years will [automatically lose its tax-exempt status](#). The revocation of the organization’s tax-exempt status will not take place until the filing due date of the third year. Watch the IRS YouTube [presentation](#).

Due Date of the e-Postcard: The e-Postcard is due every year by the 15th day of the 5th month after the close of your [tax year](#). For example, if your tax year ended on December 31, the e-Postcard is due May 15 of the following year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day. You cannot file the e-Postcard until after your tax year ends.

How to File: Use [this link](#) to file the e-Postcard. If you have trouble accessing the system using that link, you may be able to access the filing site directly by typing or pasting the following address into your Internet browser: <http://epostcard.form990.org>. When you access the system, you will leave the IRS site and file the e-Postcard with the IRS through the Urban Institute. The form must be completed and filed electronically. There is no paper form.

Information You Will Need to File the e-Postcard: The *e-Postcard* is easy to complete. All you need is [eight items of basic information](#) about your organization.

Who Must File: Most small tax-exempt organizations with gross receipts that are normally \$50,000 or less must file the *e-Postcard*.

Additional Information:

- [Frequently Asked Questions - e-Postcard](#)
- [Frequently Asked Questions - Automatic Revocation for Not Filing Annual Return or Notice](#)
- [Final regulations](#) (July 23, 2009)
- [Educational tools](#): Help spread the word – Help small tax-exempt organizations stay exempt!
- [EO Update](#): Subscribe to Exempt Organization’s regular email newsletter that highlights new information posted on the Charities and Non-Profits pages of IRS.gov.
- Account, tax law, or questions about filing the *e-Postcard* should be directed to Customer Account Services at 1-877-829-5500. For questions about or problems with the *e-Postcard* filing system, use the **Technical Support** link on the filing site.
- [Form 990-N and Form 990-EZ Filing Tips presentation](#).

May	Required	Recommended	Review
	<ul style="list-style-type: none"> • If there have been any changes in your volunteers, report them to your Member Engagement Associate. Keep SHRM informed of any changes to volunteer e-mail addresses, contact information, and role changes. • For January – November please submit Chapter Designation Forms by the 5th business day prior to the end of the month to be processed. • Promote the SHRM Certification program and encourage members to become certified. • See important information above about IRS filing due May 15. • Don't forget if your chapter is on a fiscal year, you must submit your Chapter Leader Information Form (CLIF) 30 days prior to the end of your fiscal year. 	<ul style="list-style-type: none"> • Consider hosting a workforce readiness program (see workforce readiness best practices in the SHAPE planning workbook for other ideas). • Super mega and 100% chapters are allowed two e-blasts per quarter to promote their activities to all SHRM members in the chapter’s ZIP code range. Complete the online request form in the VLRC. • Use the quarterly rolling PowerPoint with updates from SHRM at your chapter meetings during networking time. Find the slides in the VLRC under “Communications.” • Send out information to your certified members on the SHRM recertification process. • Consider joining SHRM Connect and starting a group for your chapter members to communicate. • Promote the SHRM Foundation Regional Scholarships for HR professionals; application due in mid-July. • Submit your monthly program for recertification credits with the SHRM Certification Preferred Provider Program. 	<ul style="list-style-type: none"> • Review e-mails from SHRM Volunteer Communications for news and updates from SHRM. • Determine if your organization will be submitting for a Pinnacle Award – applications are due in early September. • With your board, review the SHAPE initiatives each month to be sure you are on track for an award or to meet SHRM’s requirements in Section 1 of the SHAPE.

<h1>June</h1>	Required	Recommended	Review
	<ul style="list-style-type: none"> Do not hold any educational event for over 200 participants during June, since it conflicts with the SHRM Annual Conference; no e-blasts can be sent this month. CFSP checks should be direct deposited during June – make sure your organization has direct deposit available for distribution of funds. If your board transitions mid-year, please send your full volunteer roster to SHRM including all contact information. If there have been any changes in your volunteers, report them to your Member Engagement Associate. Keep SHRM informed of any changes to volunteer e-mail addresses, contact information, and role changes. Promote the SHRM Certification program and encourage members to become certified. For January – November please submit Chapter Designation Forms by the 5th business day prior to the end of the month to be processed. 	<ul style="list-style-type: none"> Promote the SHRM Foundation Regional Scholarships for HR professionals; application due in mid-July. Use the quarterly rolling PowerPoint with updates from SHRM at your chapter meetings during networking time. Find the slides in the VLRC under “Communications.” Submit your monthly program for recertification credits with the SHRM Certification Preferred Provider Program. 	<ul style="list-style-type: none"> Review e-mails from SHRM Volunteer Communications for news and updates from SHRM. With your board, review the SHAPE initiatives each month to be sure you are on track for an award or to meet SHRM’s requirements in Section 1 of the SHAPE.

<h1>July</h1>	Required	Recommended	Review
	<ul style="list-style-type: none"> If there have been any changes in your volunteers, report them to your Member Engagement Associate. Keep SHRM informed of any changes to volunteer e-mail addresses, contact information, and role changes. Promote the SHRM Certification program and encourage members to become certified. For January – November please submit Chapter Designation Forms by the 5th business day prior to the end of the month to be processed. 	<ul style="list-style-type: none"> Hold a mid-year strategic planning/review meeting for your organization and review the SHAPE document to ensure you are on track. Super mega and 100% chapters are allowed two e-blasts per quarter to promote their activities to all SHRM members in the chapter’s ZIP code range. Complete the online request form in the VLRC. Use the quarterly rolling PowerPoint with updates from SHRM at your chapter meetings during networking time. Find the slides in the VLRC under “Communications.” Submit your monthly program for recertification credits with the SHRM Certification Preferred Provider Program. 	<ul style="list-style-type: none"> Review e-mails from SHRM Volunteer Communications for news and updates from SHRM. With your board, review the SHAPE initiatives each month to be sure you are on track for an award or to meet SHRM’s requirements in Section 1 of the SHAPE.

<h1>August</h1>	Required	Recommended	Review
	<ul style="list-style-type: none"> Prepare your volunteer slate of officers to hold elections in accordance with your bylaws. Review your volunteer succession plan; determine where you will need volunteers to fill roles on your board and committees. Start soliciting for new volunteers! President-elect and/or president should plan to attend and register for the November SHRM Volunteer Leader Summit (formerly SHRM Leadership Conference) (book hotel and travel). E-mail invitations will be sent sometime during late August. If there have been any changes in your volunteers, report them to your Member Engagement Associate. Keep SHRM informed of any changes to volunteer e-mail addresses, 	<ul style="list-style-type: none"> Pinnacle Award applications due in early September. Promote the SHRM Learning System as a certification study tool for your members. Educate your members on the SHRM Foundation. Consider holding a fundraiser to benefit the SHRM Foundation—donations must be received by October 15 for your chapter to be recognized at the SHRM Volunteer Leader Summit, formerly the SHRM Leadership Conference. Super mega and 100% chapters are allowed two e-blasts per quarter to promote their activities to all SHRM members in the chapter’s ZIP code range. Complete the online request form in the VLRC. Use the quarterly rolling PowerPoint with updates from SHRM at your chapter meetings during networking time. Find the slides in the VLRC under “Communications.” Submit your monthly program for recertification credits with the SHRM Certification Preferred Provider Program. 	<ul style="list-style-type: none"> Review e-mails from SHRM Volunteer Communications for news and updates from SHRM. With your board, review the SHAPE initiatives each month to be sure you are on track for an award or to meet SHRM’s requirements in Section 1 of the SHAPE.

	<p>contact information, and role changes.</p> <ul style="list-style-type: none"> Promote the SHRM Certification program and encourage members to become certified. For January – November please submit Chapter Designation Forms by the 5th business day prior to the end of the month to be processed. 		
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September	Required	Recommended	Review
	<ul style="list-style-type: none"> If there have been any changes in your volunteers, report them to your Member Engagement Associate. Keep SHRM informed of any changes to volunteer e-mail addresses, contact information, and role changes. President-elect and/or president should plan to attend and register for the November SHRM Volunteer Leader Summit (formerly SHRM Leadership Conference) (book hotel and travel). Promote the SHRM Certification program and encourage members to become certified. For January – November please submit Chapter Designation Forms by the 5th business day prior to the end of the month to be processed. Hold your elections in September if possible so that you can get the list of your board members to SHRM by the December 1 deadline, and so that your incoming president can register for the Volunteer Leader Summit before the registration cutoff in late October. 	<ul style="list-style-type: none"> Conduct an audit of your chapter roster against the SHRM chapter roster, the SHRM at-large list, and the SHRM expired-member list to ensure that your chapter records match SHRM’s records in time for the CFSP checks to be deposited. Educate your members on the SHRM Foundation. Consider holding a fundraiser to benefit the SHRM Foundation—donations must be received by October 15 for your chapter to be recognized at the SHRM Volunteer Leader Summit, formerly the SHRM Leadership Conference. Now that local colleges are back in session, consider hosting a special “college night” where you invite college HR students and faculty to meet with the HR professionals (see college relations best practices or the SHAPE planning workbook for other ideas). Super mega and 100% chapters are allowed two e-blasts per quarter to promote their activities to all SHRM members in the chapter’s ZIP code range. Complete the online request form in the VLRC. Use the quarterly rolling PowerPoint with updates from SHRM at your chapter meetings during networking time. Find the slides in the VLRC under “Communications.” Submit your monthly program for recertification credits with the SHRM Certification Preferred Provider Program. 	<ul style="list-style-type: none"> Review e-mails from SHRM Volunteer Communications for news and updates from SHRM. With your board, review the SHAPE initiatives each month to be sure you are on track for an award or to meet SHRM’s requirements in Section 1 of the SHAPE.

October	Required	Recommended	Review
	<ul style="list-style-type: none"> If there have been any changes in your volunteers, report them to your Member Engagement Associate. Keep SHRM informed of any changes to volunteer e-mail addresses, contact information, and role changes. Promote the SHRM Certification program and encourage members to become certified. For January – November please submit Chapter Designation Forms by the 5th business day prior to the end of the month to be processed. 	<ul style="list-style-type: none"> Consider holding a program commemorating National Disability Employment Awareness Month. If desired, conduct an installation of new officers with the script provided by SHRM. Your past president would be a good person to conduct the ceremony. Super mega and 100% chapters are allowed two e-blasts per quarter to promote their activities to all SHRM members in the chapter’s ZIP code range. Complete the online request form in the VLRC. Use the quarterly rolling PowerPoint with updates from SHRM at your chapter meetings during networking time. Find the slides in the VLRC under “Communications.” Submit your monthly program for recertification credits with the SHRM Certification Preferred Provider Program. 	<ul style="list-style-type: none"> Review e-mails from SHRM Volunteer Communications for news and updates from SHRM. With your board, review the SHAPE initiatives each month to be sure you are on track for an award or to meet SHRM’s requirements in Section 1 of the SHAPE.

	Required	Recommended	Review
November	<ul style="list-style-type: none"> President and/or president-elect should attend SHRM Volunteer Leader Summit, formerly the SHRM Leadership Conference. At your next board meeting, discuss sessions, new information, and share resources obtained at conference. Submit Chapter Leader Information Form (online) showing the FULL list of board members with all contact information no later than 12/1; late submissions may cause your chapter to be ineligible for a SHAPE award. If you don't know your full board yet, submit what you have by 12/1 and submit the rest later. Promote the SHRM Certification program and encourage members to become certified. For January – November please submit Chapter Designation Forms by the 5th business day prior to the end of the month to be processed. 	<ul style="list-style-type: none"> Set up and distribute your chapter meetings calendar for the upcoming year. Super mega and 100% chapters are allowed two e-blasts per quarter to promote their activities to all SHRM members in the chapter's ZIP code range. Complete the online request form in the VLRC. Use the quarterly rolling PowerPoint with updates from SHRM at your chapter meetings during networking time. Find the slides in the VLRC under "Communications." If desired, conduct an installation of new officers with the script provided by SHRM. Your past president would be a good person to conduct the ceremony. Submit your monthly program for recertification credits with the SHRM Certification Preferred Provider Program. 	<ul style="list-style-type: none"> Review e-mails from SHRM Volunteer Communications for news and updates from SHRM. With your board, review the SHAPE initiatives each month to be sure you are on track for an award or to meet SHRM's requirements in Section 1 of the SHAPE.

	Required	Recommended	Review
December	<ul style="list-style-type: none"> Submit Chapter Leader Information Form (online) showing the FULL list of board members with <u>all</u> contact information <i>no later than 12/1; late submissions may cause your chapter to be ineligible for a SHAPE award.</i> If you don't know your full board yet, submit what you have by 12/1 and submit the rest later. <i>If your Chapter is on a fiscal year you do not have to submit your CLIF 30 days prior to the end of your fiscal year.</i> Promote the SHRM Certification program and encourage members to become certified. Chapter Designation Forms must be received by December 15th to be processed by the end of the year. Chapter Designation forms can be submitted online to SHRM.MemberRelations@shrm.org or faxed to (703) 739-0399. For January – November please submit Chapter Designation Forms by the 5th business day prior to the end of the month to be processed. 	<ul style="list-style-type: none"> If you haven't already donated to the SHRM Foundation, send in your donation before 12/31. The Foundation cannot accept donations for a previous year's credit. Set up and distribute your chapter meeting calendar for the upcoming year. If you have board members transitioning, guarantee the new board members receive all information needed to be successful. Also, be sure to include planning for your budget. Set up teleconferences or an in-person meeting with new board members to guarantee a smooth transition. If desired, conduct an installation of new officers with the script provided by SHRM. Your past president would be a good person to conduct the ceremony. Develop and communicate your chapter's short- and long-term goals. Provide the SHRM Fundamentals of Chapter Operations Manual to all volunteers. Hold new leader orientation/transition using the slides and workbook in the VLRC. Provide a volunteer job description to the board and your expectations for the year. Submit your monthly program for recertification credits with the SHRM Certification Preferred Provider Program. 	<ul style="list-style-type: none"> Review e-mails from SHRM Volunteer Communications for news and updates from SHRM. Send out your bylaws to new chapter board members and request that they also familiarize themselves with Parliamentary Procedures. Review all volunteer positions and solicit your membership for volunteers if required. If you are a new president, determine what your legacy will be during your term in office. With your board, review the SHAPE initiatives each month to be sure you are on track for an award or to meet SHRM's requirements in Section 1 of the SHAPE.

Easy and Free Program Ideas!

Need a “free” program? Did your speaker cancel at the last minute? Use the SHRM Foundation DVD series!

These educational DVDs present real-world case studies of strategic HR in action and are ideal for use in SHRM chapter programs. Use the companion discussion guides and PowerPoint presentations to create high-impact presentations for professional development or classroom use. SHRM Foundation DVDs are used in more than 400 universities in 43 countries. When used as part of a 1-hour educational session with the companion materials, these DVDs are approved for recertification credit, as noted below. Click on a title below to watch the video online or to learn more.

Investing in Older Workers

From Local to Regional to Global Player: The Evolution of Aramex International

Dollar General: Serving Others | Dollar General's Commitment to the Military Community

Ernst and Young: Creating a Culture of Flexibility

Doing Well by Doing Good: Global Sustainability at Aditya Birla Group

Once the Deal is Done: Making Mergers Work

World Economic Forum: Creating Global Leaders

Seeing Forward: Succession Planning at 3M

Trust Travels: The Starbucks Story

Ethics: The Fabric of Business

Fueling the Talent Engine: Finding and Keeping High Performers

HR in Alignment: The Link to Business Results

HR Role Models

Recertification Credit for SHRM Foundation DVDs

The majority of DVDs are eligible for one hour of HR recertification credit. To receive credit, they must be viewed as part of a 1-hour educational program using the companion discussion guide and PowerPoint presentation. (Watching the DVDs on your own does NOT qualify for credit.) The type of credit that will be awarded is noted [here](#). In order for your SHRM chapter to earn recertification credit for using these programs, you must submit the event through your respective certification provider account.