

Role: President, NAAHR – Charlotte Chapter Board of Directors

Term Year: January 1 through December 31

Term Duration: 2 years

Responsibilities:

- Serve as Chief Executive Officer for the NAAHR Charlotte Chapter
- Serve as primary liaison to the NAAHR National Chapter
- Provide strategic counsel and direction to all activities of the NAAHR Charlotte Chapter

Required Qualifications:

- Active Professional, Lifetime, Lifetime Emeritus, Student or Corporate member of the NAAHR Charlotte Chapter for the duration of the appointment year

Preferred Qualifications:

- Experience leading a team of professionals
- Strategic planning experience
- Project management experience
- Non-profit leadership experience
- Fiscal management and non-profit financial reporting experience
- Knowledge of non-profit law and regulations

Role: Senior Vice President, NAAHR – Charlotte Chapter Board of Directors

Term Year: January 1 through December 31

Term Duration: 2 years

Direct Report To: President

Responsibilities:

- Serve as Chief Operations Officer for the NAAHR Charlotte Chapter
- Serve as liaison to the NAAHR National Chapter, as appropriate
- Provide operational leadership and counsel to program activities of the NAAHR Charlotte Chapter
- Perform duties of the President when there is absence in that office

Required Qualifications:

- Active Professional, Lifetime, Lifetime Emeritus, Student or Corporate member of the NAAHR Charlotte Chapter for the duration of the appointment year

Preferred Qualifications:

- Experience leading a team of professionals
- Strategic planning experience
- Project management experience
- Non-profit leadership experience
- Fiscal management and non-profit financial reporting experience
- Knowledge of non-profit law and regulations

Role: Vice President – Administration, NAAHR – Charlotte Chapter Board of Directors

Term Year: January 1 through December 31

Term Duration: 2 years

Direct Report To: President

Responsibilities:

- Serve as primary keeper of official records and documentation pertaining to the NAAHR Charlotte Chapter
- Create and maintain an accurate record of all board meetings, general membership meetings, committee meetings, and special meetings
- Create and maintain NAAHR Charlotte Chapter correspondence
- Acts as primary administrator of the NAAHR Charlotte Chapter post office box, email, voice mailbox, and other
- Serve as liaison to the NAAHR National Chapter for administrative issues
- Identify, develop, and mentor a successor for Vice President – Administration role

Required Qualifications:

- Active Professional, Lifetime, Lifetime Emeritus, Student or Corporate member of the NAAHR Charlotte Chapter for the duration of the appointment year
- Administration experience

Preferred Qualifications:

- Project management experience
- Non-profit leadership experience
- Knowledge of non-profit law and regulations

Role: Vice President – Finance, NAAAHR – Charlotte Chapter Board of Directors

Term Year: January 1 through December 31

Term Duration: 2 years

Direct Report To: President

Responsibilities:

- Serve as Chief Fiscal Officer for the NAAAHR Charlotte Chapter
- Serve as liaison to the NAAAHR National Chapter on financial matters
- Provide financial leadership and oversight to all activities of the NAAAHR Charlotte Chapter with financial impact
- Disburses funds on behalf of the NAAAHR Charlotte Chapter as authorized by the Board of Directors
- Present a current and accurate written statement of account at every regularly scheduled Board of Directors meeting
- Deliver full written report to the membership at the Annual Membership Meeting
- Ensure accurate financial reporting to the Internal Revenue Service and other regulatory agencies
- Identify, develop, and mentor a successor for Vice President – Finance role

Required Qualifications:

- Active Professional, Lifetime, Lifetime Emeritus, Student or Corporate member of the NAAAHR Charlotte Chapter for the duration of the appointment year
- Fiscal management and non-profit financial reporting experience

Preferred Qualifications:

- Fiscal planning experience
- Project management experience
- Non-profit leadership experience
- Knowledge of non-profit law and financial regulations

Role: Vice President – Professional Development, NAAHR – Charlotte Chapter Board of Directors

Term Year: January 1 through December 31

Term Duration: 1 year

Direct Report To: Senior Vice President

Responsibilities:

- Serve as professional development and programs leader for the NAAHR Charlotte Chapter
- Serve as liaison to the NAAHR National Chapter on professional development matters
- Provide leadership and counsel to the Professional Development and Programs committee of the NAAHR Charlotte Chapter
- Research and develop an annual calendar of professional development programs
- Present a proposed calendar of professional development programs to the NAAHR Charlotte Chapter Board of Directors for approval
- Execute best-in-class professional development plan to ensure membership is aware and educated on the latest developments in Human Resources
- Coordinate external educational activities to ensure professional development beyond meeting events
- Leverage technology resources to enhance learning accessibility
- Source and secure presenters and panelists to deliver best-in-class professional development programs
- Evaluate program delivery and modify appropriately according to patterns and trends
- Provide mentorship for the Assistant Vice President – Professional Development

Required Qualifications:

- Active Professional, Lifetime, Lifetime Emeritus, Student or Corporate member of the NAAHR Charlotte Chapter for the duration of the appointment year
- Learning and Leadership Development experience

Preferred Qualifications:

- Human Resource Certification – PHR, SPHR, etc.
- Experience leading a team of professionals
- Project management experience
- Non-profit leadership experience

Role: Vice President – Membership, NAAHR – Charlotte Chapter Board of Directors

Term Year: January 1 through December 31

Term Duration: 1 year

Direct Report To: Senior Vice President

Responsibilities:

- Serve as membership recruitment, engagement and retention leader for the NAAHR Charlotte Chapter
- Serve as liaison to the NAAHR National Chapter on membership matters
- Provide leadership and counsel to the Membership Recruitment, Engagement, and Retention committee of the NAAHR Charlotte Chapter
- Research, develop, and execute strategies for membership recruitment and engagement activities
- Present a proposed schedule of membership, recruitment and engagement activities to the NAAHR Charlotte Chapter Board of Directors for approval
- Coordinate external membership engagement activities to ensure membership retention beyond meeting events
- Evaluate membership, recruitment, and engagement effectiveness and modify appropriately according to patterns and trends
- Provide mentorship for the Assistant Vice President – Membership

Required Qualifications:

- Active Professional, Lifetime, Lifetime Emeritus, Student or Corporate member of the NAAHR Charlotte Chapter for the duration of the appointment year
- Recruitment experience

Preferred Qualifications:

- Human Resource Certification – PHR, SPHR, etc.
- Experience leading a team of professionals
- Project management experience
- Non-profit leadership experience

Role: Vice President – Marketing & External Affairs, NAAHR – Charlotte Chapter Board of Directors

Term Year: January 1 through December 31

Term Duration: 1 year

Direct Report To: President

Responsibilities:

- Serve as Chief Marketing and Corporate Development Officer for the NAAHR Charlotte Chapter
- Serve as liaison to the NAAHR National Chapter on matters related to marketing, branding, and corporate sponsorship
- Provide marketing leadership and counsel to all activities of the NAAHR Charlotte Chapter
- Oversee all external communications and brand management initiatives in compliance with national branding guidelines
- Provide support and communication leadership to extend reach and positioning as premier human resource organization within Charlotte Mecklenburg region
- Compose, edit, and approve all media materials, plans and reports for external audiences
- Identify, negotiate, and execute strategic partnership opportunities to support the chapter's strategic plan financially and otherwise
- Provide mentorship for the Assistant Vice President – Marketing & External Affairs

Required Qualifications:

- Active Professional, Lifetime, Lifetime Emeritus, Student or Corporate member of the NAAHR Charlotte Chapter for the duration of the appointment year
- Marketing, Branding and Development experience

Preferred Qualifications:

- Experience leading a team of professionals
- Strategic planning experience
- Project management experience
- Digital marketing & social media branding experience
- Corporate Development experience

Role: Vice President – Collegiate Relations, NAAHR – Charlotte Chapter Board of Directors

Term Year: January 1 through December 31

Term Duration: 1 year

Direct Report To: President

Responsibilities:

- Serve as the primary Collegiate Relations leader for the NAAHR Charlotte Chapter
- Serve as liaison to the NAAHR National Chapter on matters related to Collegiate Ambassadors and College Relations
- Provide strategic leadership and counsel to all activities of the NAAHR Charlotte Chapter
- Research and develop strategic partnership with colleges and universities to increase student membership and engagement in the NAAHR Charlotte Chapter
- Provide leadership in developing long-term strategic plan to effectively enhance the chapter's positive impact and positioning as a premier human resource organization on regional campuses
- Provide mentorship for Assistant Vice President – Collegiate Relation, NAAHR Charlotte Chapter

Required Qualifications:

- Active Professional, Lifetime, Lifetime Emeritus, Student or Corporate member of the NAAHR Charlotte Chapter for the duration of the appointment year

Preferred Qualifications:

- Experience leading a team of professionals
- Strategic planning experience
- Project management experience
- Non-profit leadership experience
- College & University Relations experience
- Knowledge of non-profit law and regulations



Role: Assistant Vice President – Collegiate Relations, NAAHR – Charlotte Chapter  
Board of Directors

Term Year: January 1 through December 31

Term Duration: 1 year

Direct Report To: President

Responsibilities:

- Serve as secondary Collegiate Relations leader for the NAAHR Charlotte Chapter
- Serve as liaison to the NAAHR National Chapter on matters related to Collegiate Ambassadors and College Relations
- Provide strategic leadership and counsel to all activities of the NAAHR Charlotte Chapter
- Research and develop strategic partnership with colleges and universities to increase student membership and engagement in the NAAHR Charlotte Chapter
- Provide leadership in developing long-term strategic plan to effectively enhance the chapter's positive impact and positioning as a premier human resource organization on regional campuses

Required Qualifications:

- Active Professional, Lifetime, Lifetime Emeritus, Student or Corporate member of the NAAHR Charlotte Chapter for the duration of the appointment year

Preferred Qualifications:

- Experience leading a team of professionals
- Strategic planning experience
- Project management experience
- Non-profit leadership experience
- College & University Relations experience
- Knowledge of non-profit law and regulations

Role: Assistant Vice President – Professional Development, NAAHR – Charlotte Chapter Board of Directors

Term Year: January 1 through December 31

Term Duration: 1 year

Direct Report To: Senior Vice President

Responsibilities:

- Serve in partner and mentee of the Vice President – Professional Development
- Serve as a professional development and programs leaders for the NAAHR Charlotte Chapter
- Serve as a liaison to the NAAHR National Chapter on professional development matters, as assigned
- Support the research and develop an annual calendar of professional development programs
- Present a proposed calendar of professional development programs to the NAAHR Charlotte Chapter Board of Directors for approval
- Assist in the execution of best-in-class professional development plan to ensure membership is aware and educated on the latest developments in Human Resources
- Source and secure presenters and panelists to deliver best-in-class professional development programs
- Evaluate program delivery and modify appropriately according to patterns and trends

Required Qualifications:

- Active Professional, Lifetime, Lifetime Emeritus, Student or Corporate member of the NAAHR Charlotte Chapter for the duration of the appointment year
- Learning and Leadership Development experience

Preferred Qualifications:

- Human Resource Certification – PHR, SPHR, etc.
- Experience leading a team of professionals
- Project management experience
- Non-profit leadership experience

Role: Assistant Vice President – Membership, NAAHR – Charlotte Chapter Board of Directors

Term Year: January 1 through December 31

Term Duration: 1 year

Direct Report To: Senior Vice President

Responsibilities:

- Serve in partner and mentee of the Vice President - Membership
- Serve as liaison to the NAAHR National Chapter on membership matters, as assigned
- Serve as a membership recruitment, engagement, and retention leader for the NAAHR Charlotte Chapter
- Provide leadership and counsel to the Membership Recruitment, Engagement, and Retention committee of the NAAHR Charlotte Chapter
- Research, develop, and execute strategies for membership recruitment and engagement activities
- Support the presentation of a proposed schedule of membership, recruitment and engagement activities to the NAAHR Charlotte Chapter Board of Directors for approval
- Coordinate external membership engagement activities to ensure membership retention beyond meeting events
- Foster the evaluation of membership, recruitment, and engagement effectiveness and modify appropriately according to patterns and trends
- Provide mentorship for the Assistant Vice President – Membership

Required Qualifications:

- Active Professional, Lifetime, Lifetime Emeritus, Student or Corporate member of the NAAHR Charlotte Chapter for the duration of the appointment year
- Recruitment experience

Preferred Qualifications:

- Human Resource Certification – PHR, SPHR, etc.
- Experience leading a team of professionals
- Project management experience
- Non-profit leadership experience

