



Anchorage Campus
Society for Human Resource Management (SHRM)
Student Chapter 5583 (ACSSC)

SHRM Student Chapter Operating Plan School Year 2014 2015

Purpose: To identify, communicate, direct, and monitor progress on Anchorage Campus SHRM Student Chapter (ACSSC) goals for school year 2014 2015 that advances the vision and strategic plan of ACSSC.

ACSSC President's Vision Statement for school year 2014 2015:

The continued success of ACSSC lies in student participation. This school year, chapter leadership will engage students both members of the chapter and students not members. This engagement will focus on increasing participation in chapter activities, and highlight SHRM and the contribution of this chapter to the student body and community. As a SHRM student chapter, I see our continued expansion towards professional development education in mentorships and internships with HR professionals within

Current ACSSC Status:

- a. Affiliations:** ACSSC is affiliated with the Anchorage SHRM Chapter

- b. Roles and Responsibilities:** Roles and responsibilities of executive council and directors are at Appendix 6.
- c. Frequency:** At monthly chapter leaders' meetings, oral reports on progress will be provided by positions identified in Appendix 5. On the last Friday of September, November, January, and March written reports will be sent to the president via email on progress status.

Distribution:

A copy of this plan will be provided to each member of the executive community and each director. Additionally, a copy of this plan will be posted to the chapter's web site.

Appendix 1: ACSSC SMART Goals for School Year 2014 2015

Goal #1: Recruit 10 new student members for school year 2014 2015. Of the 10 new members, recruit at least six new members from the campus undergraduate student population and recruit at least four new four from the campus graduate student population.

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By May 15, 2015, ACSSC will recruit 10 new student chapter members. The Director of Student Relations will prepare an ACSSC Acquisition and Retention Plan by September 15 and brief ACSSC Leadership on the plan. Once approved, the recruiting plan will be briefed to student chapter members on September 28, at the chapter monthly meeting.

The Director of Student Relations and Chapter President will promote benefits of the SHRM Student Chapter at the Fall, Winter, and Spring term new student orientation class, UNIV 1101. The faculty advisor will promote student chapter with campus faculty and the Fall, Winter, and Spring term faculty meetings. The Director of Student Relations will report on October 30, January 15, and March 19, the number of new students recruited. TD.250TD.0003T8

Goal#2: Form, fund, and train one graduate and one undergraduate HR team to compete in the April 2014 Pacific West SHRM Regional Student Competition. the campus 5401a e

Conduct as a minimum, one campus level fundraising activity in fall, winter, and spring terms. ACSSC will conduct a fundraising activity the week before or after the first meeting of each term. If time permits, we will also add another fundraising activity in the middle of the term. All leadership will participate in the fundraising activities and encourage students to participate as well. We expect to raise a minimum of \$600 at each fundraiser.

Goal #4: Develop and present an approved HRCI a strategic credit topic presentation at the November “winter, November

Goal #6: Perform four community outreach activities in support of Bean's Café.

For school year 2014 2015, ACSSC will focus on four community service activities that support Bean's Café and its support of Anchorage homeless population. The first activity is the campus winter clothing drive. Winter cloths will be collected and delivered to Bean's Café by October 25; the second activity will be a fundraiser to raise money to purchase Thanksgiving Turkeys. This activity will raise funds through a campus donation drive fundraiser; fundraiser will be conducted in October. The third activity will be the 4th Annual Christmas Bean Box drive. This activity will collect and assemble specific items donated by students and community businesses. These items will be assembled into Christmas "Beanie Boxes". The assembled Beanie Boxes will be delivered on December 18th. The fourth activity will be the Chapter's 4th annual "Idita Roll" toilet paper drive. Last year the Chapter raised 8,504 rolls of toilet paper, approximately 20% of the need at Bean's Café. This year the Chapter seeks to raise 15,000 rolls of toilet paper. The Idita Roll drive begins February 23rd and ends March 27th, with delivery to Bean's Café on March 30th. ACSSC leadership will develop specific plans for each activity. ACSSC as a whole is accountable for this goal. At ACSSC Leaders' meeting progress on each activity will be an agenda item

Goal #7: Plan, organize, and host a spring term ACSSC Resume writing and Interviewing Workshop.

By November 5th, 2014, the ACSSC Executive Officers will plan , organize, and promote a Spring Resume Writing & Interviewing Workshop to be held at Wayland's Parkside Campus in March. The planning and organizing phase of the workshop development will be done throughout a series of ACSSC Executive meetings with the help of The Director of Corporate Relations and The Director of Student Relations by providing ideas and feedback on the Human Resources Leaders that will partake in this

Goal #8: Complete required and planned activities in 2014 2015 Student Chapter Planning Workbook.

By April 7, 2015, ACSSC will complete the required and planned activities in the SHRM 2014 2015 Student Chapter Planning Workbook. These activities will be completed with the intention of obtaining enough points to achieve the Superior ~~at~~ completed
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Appendix 2: ACSSC 2014 2015 Projects and Programs

ACSSC PROJECTS

Project #1: 3rd Annual Winter Clothing Drive for Bean's Café (August 28 to October 25).

Project #2: Fundraiser for purchasing ten Thanksgiving Turkey's for Bean's Café (November 11 to 14).

Project #3: Christmas "Beanie Boxes" (November 30 to December 20)

Project # 4: 5th Annual "Idita Roll" Toilet Paper drive for Bean's Café. (February 3 to March 7).

Project #5: Plan, organize, and execute a spring Resume Writing and

Appendix 3: ACSSC 2014 2015 Projects and Programs

ACSSC 2014 2015 Budget		
Expense Category	Projected Income	Planned Expense
Beginning Balance	\$1,050.00	
Fall Term Fundraisers	\$800.00	
Winter Term Fundraisers	\$800.00	
Spring Term Fundraiser	\$700.00	
Anchorage Campus Support	\$1500.00	
Donations	\$800.00	
Donations		\$50.00

Appendix 6: ACSSC Leadership Roles and Responsibilities

Chapter Executive Officers

President, Vice President, Treasure, and Secretary Overall Responsibilities:

Be fully conversant with the chapter bylaws.

Act as the primary interface between the student chapter, advisor, the department and university within which it functions, and SHRM

Establish a clear set of objectives and an operating plan for the chapter year.

Take responsibility for fulfillment of the chapter's established objectives.

Train newly elected officers and hand over materials each spring

President. Shall preside at all meetings of this chapter; shall act as chairperson of the Executive Council; and shall be an *exæfficio* member of all committees except the Nominating Committee. The president shall generate and update the chapter mission statement and annual goals/objectives. The president shall appoint chairpersons for standing and temporary committees, and shall administer the business of this chapter between regular meetings, exercising authority consistent with the powers given in the bylaws.

Vice President. Shall perform the duties of the president in the event of his or her absence, disability or at the president's request. If the office of the president becomes vacant, the vice president will temporarily act as president of this chapter. The chapter membership will then nominate and vote on a permanent replacement for the president. Shall also be responsible for coordinating the semester calendar of events for the chapter. The vice presid

and adherence to realistic budgets. All officers should be informed of funds budgeted for chapter activities prior to planning for the year.

Chapter