

EVENTS DIRECTOR

Position Summary:

Act as point of contact for major chapter events and activities throughout the year outside of normal monthly chapter meetings. Serve as an appointed member of the chapter board of directors.

Responsible To:

Members of the Mt Baker chapter and the chapter president.

Responsibilities:

- Identify and present opportunities for chapter events.
- Manage upcoming events as the main point of contact.
- Schedule upcoming events to maximize participation and interest.
- Work with the chapter President and other board members to ensure events are appropriately staffed and planned for.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors meetings.

Resources Available:

- SHRM supplies the following resources for chapter community relations directors:
 - Chapter Best Practices
 - Chapter Position Descriptions
 - Fundamentals of Chapter Operations
 - Working with the Media Guide

And MUCH MORE... available online at www.shrm.org/vlrc