

JOB DESCRIPTION

Position title:	Business Partner Chair	Effective:	8/1/2018
Reports to:	President	Status:	Volunteer
Level:	Board Member, Chapter	Term:	2 years

Position Summary

Responsible for developing relationships with groups, companies, and individuals which may be interested in providing partnership funding to the chapter.

Responsible To:

- The members of the chapter
- The chapter president

Position Responsibilities

- Recruit a subcommittee to research, identify, solicit and obtain business partners for chapter meetings, special events and the annual conference.
- Discuss leads with board of directors and subcommittee and schedule exploratory meetings with potential business partners.
- Identify other opportunities for networking with area businesses and organizations to obtain sponsor leads.
- Formulate and present standard proposals for partnership terms and conditions (based on benchmarks from other local chapters) to the chapter board of directors for pre-approval.
- Work with the Conference Chair to develop an expo hall and solicit business partners to exhibit at the expo hall.
- Develop business partner letter(s) to be sent to all prospective business partners.
- Establish funding objectives as part of the budgeting process.
- Compile a prospect list consisting of past and potential new business partners.
- Obtain electronic images/logos from business partners to be used in marketing and promotion.
- Work with chapter management to invoice and obtain business partner funds.
- Coordinate with the Marketing Chair to ensure the business partners' logos are available in a timely manner.
- Follow up with the business partner, prior to the event, to assure that all expectations (on both sides) are met.

- Follow-up after the chapter meeting, special events and annual conference thanking all business partners personally for their support.
- Work with event leadership and chapter management to ensure business partners receive all contracted amenities and year-round engagement and recognition.
- Keep accurate mailing list and records for next year.
- Act as a liaison between the board of directors and the committee.
- Performs other related projects as agreed upon.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resource community.
- Attend all monthly membership and board of directors' meetings.
- Upon completion of the position's term, assist the incoming Business Partner Chair to assure a smooth transition of responsibilities and continuity of knowledge and resources.

Requirements:

- Must be an SHRM member in good standing for entire term of office.
- Must be willing to attend SHRM functions and work in a consistent timely fashion.
- SHRM-CP or SHRM-SCP Certification preferred.

Resources Available:

- SHRM supplies the following resources for Chapter Business Partner/Exhibitor Chairs:
 - Chapter Best Practices
 - SHRM Leaders Guide

And MUCH MORE...available online at the [SHRM's Volunteer Leader Resource Center](#).

Note: Check for new and updated resources that are continually being developed.