

## JOB DESCRIPTION

<b>Position title:</b>	<b>Operations Chair</b>	<b>Effective:</b>	<b>8/1/2018</b>
<b>Reports to:</b>	<b>President</b>	<b>Status:</b>	<b>Volunteer</b>
<b>Level:</b>	<b>Board Member, Chapter</b>	<b>Term:</b>	<b>2 years</b>

## Position Summary

Welcome new members into the chapter and help coordinate the logistics of monthly membership meetings.

### Responsible To:

- The members of the chapter
- The chapter president

## Position Responsibilities

- Negotiate, for the approval of the board of directions, contracts with facilities to host regular chapter meetings and other chapter events.
- Review facility invoices to ensure accuracy before forwarding to treasurer for payment.
- Work with VP Programs to reserve facilities for monthly membership meetings and ensure the speaker's A/V equipment is prepared for the meeting (i.e., screen, microphone, overhead projector).
- Ensure agenda and name badges are provided at monthly meetings and seminars in coordination with the Community & Marketing Chair and Membership Director.
- Prepare name badges from the registration roster prior to the meeting.
- Coordinate activities at the member meeting registration table while being available to greet members/guests as they arrive.
- Coordinate the Hospitality Committee and assure that at least two committee members are at each meeting to check in members and guests.
- 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 Operations 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 Operations/Hospitality 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.