

Position Title: Director of Compensation Survey

Position Summary:

Oversee ongoing administration of Chapter Compensation Survey. Develop promotional content for participation and purchase to the Chapter Membership and area professionals. As needed, review survey content for updates, additions, removal of benchmarks.

Responsible To:

The members of GMA SHRM
The Chapter President

Position Responsibilities:

- Serve as primary contact for Compensation Survey vendor. Coordinate communication with vendor, Chapter Administration, and VP of Finance as needed. If required, lead in research, selection, and implementation of new vendor.
- Oversee a committee to assist in coordinating and conducting required duties to support, promote, and update the survey. Delegate responsibilities as appropriate.
- Develop and coordinate marketing plan for promotion of participation and purchase of survey.
- Coordinate communications for promotion of survey with VP of Communications, Director of Media Relations, and Chapter Administration.
- Lead efforts to review and evaluate benchmark descriptions for necessary updates, additions or removal.

General Board Responsibilities:

- Present regular updates to the VP of Finance, Chapter President and Board.
- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter.
- Complete respective area of responsibility of SHAPE.
- Represent the Chapter in the human resources community.
- Attend all full GMA SHRM Board meetings.
- Respond to any other requirements of the Chapter President.
- Maintain SHRM membership for term of office.
- Complete quarterly review form of Chapter Administrators.