

Position Title: Director of Volunteer Engagement

Position Summary:

Oversee and direct responsibilities involving volunteer opportunities, member engagement, GMA Revealed, Volunteer of the Year and Awards Night.

Responsible To:

The Members of GMA SHRM
The VP of Membership

Position Responsibilities:

- Oversee the Volunteer Engagement webpage to promote volunteer opportunities, share volunteer success stories and recognize volunteer participation.
- Plan and assist with running GMA SHRM Revealed event in October and March.
- Assist with collecting nominations and planning the Volunteer of the Year event.
- Assist and oversee the volunteer appreciation/awards event.
- Find other ways to promote and recognize areas of volunteerism.

General Board Responsibilities:

- Present regular updates to the VP of Membership, 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.