

Position Title: Director of Volunteer Engagement

Position Summary:

Serve as an appointed/elected member of the Chapter leadership. Drive efforts to grow and coordinate chapter volunteers. Serve as a liaison for GMA members in coordination with chapter committees. It is advisable that the Director of Volunteer Engagement serve a multiple-year term, up to a maximum term of five (5) years on the Board.

Responsible To:

The members of GMA SHRM
GMA SHRM board of directors
The Chapter President

Position Responsibilities:

- Lead the volunteer members of GMA SHRM with a focus on engagement, retention and succession planning. Delegate following responsibilities as appropriate.
- Respond to requests for information about volunteer opportunities through telephone calls, personal contacts, and email.
- Coordinate New Member Orientations in partnership with the Vice President of Membership.
- Consult with prospective volunteers to identify potential volunteer opportunities that match chapter and personal goals.
- Coordinate volunteer recognition process throughout year.
- Coordinate the Volunteer of the Year Award announced at May Annual Conference.
- Assist with maintaining volunteer roster and providing resources for volunteers (i.e., Volunteer Orientation, Volunteer Leader Resource Center.)
- Work with other GMA SHRM board members to maintain an up-to-date roster of names and addresses of all Chapter Volunteer members.
- Maintain supplies of membership materials: applications, informational brochures, etc.
- Work with Board and President Elect to identify current Chapter members with diverse backgrounds who might be interested in volunteer leadership opportunities.
- As appropriate, participate in the SHRM Membership Core Leadership Area conference calls and webcasts.
- Coordinate and/or write regular membership updates for Chapter newsletter.

General Board Responsibilities:

- Present regular updates to the Chapter President and Board.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the human resources community.
- Attend all GMA SHRM Board meetings.
- Respond to any other requirements of the Chapter President.
- Maintain SHRM membership for term of office.

Last updated: 10/23/2014