



JOB DESCRIPTION

DIRECTOR OF VOLUNTEER ENGAGEMENT (Last Updated – 09-01-2024)

Position Description & Duties:

The Director of Volunteer Engagement is responsible for overseeing and managing volunteer opportunities, member engagement, GMA SHRM 101 events, and the Volunteer of the Year Award.

Responsible To:

Vice President of Membership

Responsibilities:

- Maintain the GMA SHRM volunteer roster and provide necessary resources.
- Oversee and update the “Get Involved” webpage to promote volunteer opportunities, share volunteer success stories, and recognize volunteer participation. Create webpage content as needed.
- Plan and assist with running GMA SHRM 101 events according to the GMA SHRM Operations Calendar.
- Assist with collecting nominations and planning the Volunteer of the Year event.
- Assist in overseeing the volunteer appreciation event.
- Order annual GMA SHRM Board Member jackets.
- Prepare the Spotlight Newsletter article as per the GMA SHRM Operations Calendar.
- Discover additional ways to promote and recognize volunteerism.
- Provide ideas for the EXCEL award.
- Contribute to the development and implementation of short-term and long-term strategic planning for the chapter.
- Ensure leadership continuity through succession planning.

Requirements:

- Regular attendance at GMA SHRM board meetings is expected.
- Attendance at bi-annual GMA SHRM strategic planning meetings is expected.
- Participation in annual GMA SHRM budget meetings is expected.

Term & Commitment:

- Serves a one-year term beginning the first day of July and ending the last day of June. Maximum term of five years on the Board.
- Monthly time commitment: three to five hours.