



## **JOB DESCRIPTION**

### **VICE PRESIDENT OF COMMUNITY OUTREACH** (Last Updated – 09-01-2024)

#### **Position Description & Duties:**

The Vice President of Community Outreach is responsible for overseeing initiatives that connect GMA SHRM with the broader community. This position leads efforts to promote community engagement, enhance GMA SHRM's visibility, and drive strategic initiatives that foster inclusivity, collaboration, and social responsibility.

#### **Responsible To:**

President's Team

#### **Responsibilities:**

- Lead the Community Outreach Committee, overseeing the Director of Diversity, Equity, and Inclusion, Director of Workforce Readiness and Director of College Relations.
- Develop and implement a comprehensive community outreach strategy that aligns with GMA SHRM's mission and goals.
- Identify opportunities for partnerships and collaborations with local businesses, nonprofits, educational institutions, and community groups.
- Build and maintain relationships with community stakeholders to promote GMA SHRM's initiatives.
- Represent GMA SHRM at community events, meetings, and forums to enhance the organization's presence and influence.
- Work closely with other board members, especially those in roles such as membership, DEI, and media relations, to ensure cohesive and integrated outreach efforts.
- Serve as a liaison between GMA SHRM and community organizations, fostering collaborative relationships.
- 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: five to ten hours.