

HOSPITALITY CHAIR

Position Summary:

Coordinate the logistics of monthly chapter meetings.

Responsible To:

The members and guests of the chapter
The chapter president

Responsibilities:

- Maintain the registration materials (sign-in sheets, name badges, drawing box, etc).
- Greet guests at monthly chapter meetings and help them through the sign-in process.
- Work through paypal questions to resolve issues.
- Reserve facilities for monthly chapter meetings.
- Work with Program Coordinators to understand the speaker's equipment needs and coordinate with the facility. (i.e., screen, microphone, overhead projector).
- Partner with the facilities to meals and refreshments for all chapter meetings.
- Attend chapter and board of directors meetings.
- Assist with coordinating speakers and topics for programs.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.

Resources Available:

- SHRM supplies the following resources for chapter hospitality directors
 - Chapter Best Practices
 - Chapter Position Descriptions
 - Fundamentals of Chapter Operations

And MUCH MORE...available online at www.shrm.org/vlrc