

OUTREACH ACTIVITIES COORDINATOR

Position Summary:

Implement the chapter's various outreach efforts.

Responsible To:

The members of the chapter
The chapter president
State council SHRM Foundation director

Responsibilities:

Education Outreach

- Develop, promote and continuously improve a scholarship program to benefit local high school students.
- Communicate with local high schools to provide classroom visits to discuss HR topics, the Chapter, internships/scholarships, SHRM membership, etc.
- Participate in the SHRM College Relations Core Leadership Area conference calls and webcasts.

Community Outreach

- Make chapter members aware of community organizations that would be beneficial to HR professionals or businesses.
- Invite representatives of local community organizations to chapter meetings. Allow them a few minutes to discuss their programs if appropriate.
- Serve as the liaison with the local Chamber of Commerce, business organizations, and other community groups.

SHRM Foundation

- Educate the chapter membership regarding the existence, purpose, and ongoing activities of the SHRM Foundation.
- Advise and update the chapter membership of the SHRM Foundation's activities and fund-raising needs.
- Encourage the chapter membership to support an annual contribution to the SHRM Foundation by the chapter.
- Participate in the SHRM Foundation Core Leadership Area conference calls and webcasts.

General

- Recommend community service projects to be supported by the chapter.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Assist with coordinating speakers and topics for programs.
- Attend all monthly membership and board of directors meetings.

Resources Available:

- SHRM supplies the following resources for chapter community relations directors
 - Chapter Best Practices

- Chapter Position Descriptions
- SHRM Leaders Guide
- And MUCH MORE...available online at www.shrm.org/vlrc