

## CAREER SUPPORT DIRECTOR

### Position Summary

The Career Support Director(s) is appointed to serve a one-year term. This position serves as a member of the DallasHR Board of Directors.

This Director and committee promote, coordinate and facilitate meetings and networking to support members of the HR community who are in transition or otherwise seeking to improve their overall career skills. The program provides a complete resource for the unemployed human resources professional including networking meetings, job listings and resume posting. Career Support also works with staff to maintain the Career Center and provide other resources to those seeking to improve their overall career skills (resume reviews, LinkedIn profile consultations, general networking tips, certification, or other professional development opportunities).

**Reports to:** The President of DallasHR - Works closely with DallasHR Staff

**# of Committee Members:** 6 including 1 YP representative

### Requirements

- Time commitment: 3 hours per month
- Must attend at least 90% of committee meetings & activities
- Must be a current member of DallasHR and have held membership at least one year
- Must have at least one year of experience on the committee to which you are applying
- Adhere to DHRMA Bylaws and Code of Ethics
- Attendance at DallasHR Board of Directors meetings
- Partner with Staff liaison to coordinate committee activities and ensure the successful execution of committee goals and tasks (See Staff Liaison Job Description)
- Attends DallasHR/The HRSouthwest Conference Board Planning Workshop
- Attendance at all monthly membership meetings and events
- Active participation on HRConnect

### Responsibilities

- Organizes a committee of volunteers (6 recommended) and conducts regularly scheduled committee meetings. May appoint chairs from this committee to focus on specific programs.
- Manages Job-Link group and activities
- Works with social media liaison to coordinate social media support for in transition HR professionals (including, but not limited to LinkedIn, Facebook and/or Twitter)
- Promotes DallasHR Career Center
- Receives and shares job leads with group members
- Networks with other community transition support services to help HR professionals find resources to aid their job search
- Appoint chairs as necessary with approval of staff and president
- Oversees the activities of chair(s) (if applicable) and committee members
- Active participation on HRConnect to engage members by sharing best practices and knowledge
- Provides updates to staff liaison for Job Search Networking page on dallashr.org
- Prepare monthly report to the Board of Directors on committee plans/activities and posts on HRConnect Board group
- Completes other assignments as requested by the President or other corporate leadership
- Participates in the implementation of short-term and long-term strategic goals for the Association
- Appropriate management of budgetary funds within areas of authority
- Represents the Association in the human resources community

**Note: All final contract negotiations shall be conducted by Staff with input from the volunteer leadership, and must be reviewed and signed by Executive Director.**

## CAREER SUPPORT DIRECTOR-ELECT

### Position Summary

The Career Support Director-Elect is appointed to serve a one-year term and then to serve as the Director in the following year. This position serves as a member of the DallasHR Board of Directors.

This Director-Elect and committee promote, coordinate and facilitate meetings and networking to support members of the HR community who are in transition or otherwise seeking to improve their overall career skills. The program provides a complete resource for the unemployed human resources professional including networking meetings, job listings and resume posting. Career Support also works with staff to maintain the Career Center and provide other resources to those seeking to improve their overall career skills (resume reviews, LinkedIn profile consultations, general networking tips, certification, or other professional development opportunities).

**Reports to:** The Director of Career Support - Works closely with DallasHR Staff

**# of Committee Members:** 6 including 1 YP representative

### Requirements

- Time commitment: 3 hours per month
- Must attend at least 90% of committee meetings & activities
- Must be a current member of DallasHR and have held membership at least one year
- Must have at least one year of experience on the committee
- Adhere to DHRMA Bylaws and Code of Ethics
- Attendance at DallasHR Board of Directors meetings
- Partner with Staff liaison to coordinate committee activities and ensure the successful execution of committee goals and tasks (See Staff Liaison Job Description)
- Attends DallasHR/The HRSouthwest Conference Board Planning Workshop in December
- Attendance at all monthly membership meetings and events
- Active participation on HRConnect

### Responsibilities

- Works with Doirector to organize a committee of volunteers (6 recommended) and conducts regularly scheduled committee meetings.
- Fill in as Director in their absence
- Manages Job-Link group and activities
- In conjunction with the Director, works with social media liaison to coordinate social media support for in transition HR professionals (including, but not limited to LinkedIn, Facebook and/or Twitter)
- Promotes DallasHR Career Center
- Receives and shares job leads with group members
- Networks with other community transition support services to help HR professionals find resources to aid their job search
- Active participation on HRConnect to engage members by sharing best practices and knowledge
- Provides updates to staff liaison for Job Search Networking page on dallashr.org
- Completes other assignments as requested by the Director
- Participates in the implementation of short-term and long-term strategic goals for the Association
- Appropriate management of budgetary funds within areas of authority
- Represents the Association in the human resources community

**Note: All final contract negotiations shall be conducted by staff with input from the volunteer leadership, and must be reviewed and signed by Executive Director.**

## **Collin CountyHR Director – An MSA of DallasHR**

### **Position Summary:**

The Collin County HR Director is appointed by the President of DallasHR to serve a one-year term. This position serves as a member of the DallasHR Board of Directors. The Collin CountyHR Director, along with the Director-Elect will assure the activities and initiatives of the chapter (as presented in Collin County) are focused on educating and engaging members.

**Reports To:** The President of DallasHR - Works closely with DallasHR Staff

### **Requirements:**

- Time Commitment – 5 hours per month (meeting attendance = 90%)
- Activities – Attendance at DallasHR/HRSWC Board Planning Workshop, DallasHR Board of Director's meetings and all Collin CountyHR meetings and events; Active participation on HRConnect; Adhere to DHRMA Bylaws and Code of Ethics
- Qualifications – Must be a current member of DallasHR and have served on the committee for at least one year; Professional certification is preferred (such as...PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP, CCP, CEBS)

### **Responsibilities:**

- Interviews and selects volunteers to serve on the committee (20 recommended)
- Conducts regularly scheduled committee meetings

### **Member Relations (in conjunction with the Director of Membership)**

- Identifies and pursues sources for new members to include any special projects, promotions or programs designed to increase membership numbers
- Identifies and pursues resources, programs, processes to retain members
- Identifies possible programs and/or partnerships that will benefit DallasHR members
- Identifies value proposition for recruitment and retention

### **Member Events**

- Plans member and prospective member events in conjunction with committee members and Staff
- Identifies social and networking events and/or partnerships to benefit Collin CountyHR members and attract potential new members
- Attends networking events and pro-actively engages attendees

### **General Responsibilities**

- Active participation on HRConnect to engage members by sharing best practices and knowledge
- Appoints chairs as needed, as appropriate, with Presidents final approval
- Prepares monthly reports for the DallasHR Board of Directors relative to statistics and services and posts on HRConnect Board group
- Supports the activities of chairs and committee members
- Completes other assignments as requested by the President or other corporate leadership
- Participates in the development and implementation of short-term and long-term strategic planning for the Association
- Appropriate management of budgetary funds within areas of authority
- Represents the Association in the human resources community
- Partner with Staff liaison to coordinate committee activities and ensure the successful execution of committee goals and tasks (See Staff Liaison Job Description)

**Note: All final contract negotiations shall be reviewed and signed by the Executive Director.**

## **Collin CountyHR Director-Elect – An MSA of DallasHR**

### **Position Summary:**

The Collin County HR Director-Elect is appointed by the President of DallasHR to serve a one-year term. This position serves as a member of the DallasHR Board of Directors. The Collin CountyHR Director-Elect, along with the Director will assure the activities and initiatives of the chapter (as presented in Collin County) are focused on educating and engaging members.

**Reports To:** The Collin CountyHR Director - Works closely with DallasHR Staff

### **Requirements:**

- Time Commitment – 5 hours per month (meeting attendance = 90%)
- Activities – Attendance at DallasHR/HRSWC Board Planning Workshop, DallasHR Board of Director's meetings and all Collin CountyHR meetings and events; Active participation on HRConnect; Adhere to DHRMA Bylaws and Code of Ethics
- Qualifications – Must be a current member of DallasHR and have served on the committee for at least one year; Professional certification is preferred (such as...PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP, CCP, CEBS)

### **Responsibilities:**

- Interviews and selects volunteers to serve on the committee (20 recommended)
- Works with Director to conduct regularly scheduled committee meetings

### **Member Relations (in conjunction with the Director of Membership)**

- Identifies sources for new members to include any special projects, promotions or programs designed to increase membership numbers
- Identifies resources, programs, processes to retain members
- Identifies possible programs and/or partnerships to benefit DallasHR members
- Identifies value proposition for recruitment and retention

### **Member Events**

- Plans member and prospective member events in conjunction with committee members and Staff
- Identifies social and networking events and/or partnerships to benefit Collin CountyHR members and attract potential new members
- Attends networking events and pro-actively engages attendees

### **General Responsibilities**

- Active participation on HRConnect to engage members by sharing best practices and knowledge
- Appoints chairs as needed, as appropriate, with Presidents final approval
- Prepares monthly reports for the DallasHR Board of Directors relative to statistics and services and posts on HRConnect Board group
- Supports the activities of chairs and committee members
- Completes other assignments as requested by the President or other corporate leadership
- Participates in the development and implementation of short-term and long-term strategic planning for the Association
- Appropriate management of budgetary funds within areas of authority
- Represents the Association in the human resources community
- Partner with Staff liaison to coordinate committee activities and ensure the successful execution of committee goals and tasks (See Staff Liaison Job Description)

**Note: All final contract negotiations shall be reviewed and signed by the Executive Director.**

## EDUCATION DIRECTOR

### **Position Summary:**

The Education Director is appointed by the President of DallasHR to serve a one-year term. This position serves as an important member of the DallasHR Board of Directors.

The Education Committee is responsible for planning monthly educational programs, workshops, seminars and webinars for all educational areas of DallasHR. The Education Director will take the lead in providing educational offerings based on member feedback of needs as well as having a pulse on what's coming next in the industry. In addition to owning the Monthly Luncheons for the general membership, the Director will partner with Chairs from various sub-committees to plan specific offerings in Talent Management, Employment Law, and all the DallasHR Round Table groups.

### **Reports to:**

The President of DallasHR and works closely with DallasHR Staff

### **Volunteers Needed:**

Eight (8) volunteers including Director and Director-Elect

Assign Chairs for Sub-Committees (Round Tables, Talent Management, Employment Law)

Assign one social media liaison and one young professional to your committee

### **Requirements:**

- Must be a current member of DallasHR and have held membership at least one year
- Attend DallasHR and The HRSouthwest Conference board planning workshop
- Attend at least 95% of monthly committee meetings in person
- Attend at least 95% of the 10 monthly luncheons to promote committee
- Attend at least 95% monthly DallasHR Board Meetings in person
- Adhere to DHRMA Bylaws and Code of Ethics
- Professional certification is a plus (PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP, CCP, CEBS)

### **Responsibilities:**

- Participate in committee volunteer application review and in-person interview process to organize a committee of volunteers that are committed to playing a role as advocates for programming efforts.
- Schedule and conduct monthly committee meetings and ensure committee members adhere to meeting attendance requirements throughout the year.
- Meet committee goals outlined by DallasHR Board of Directors and produce quarterly progress reports on efforts.
- Actively participate on HRConnect. Participation includes but isn't limited to: Post board reports, meeting minutes and upcoming educational activities. Answer questions posed to the committee directly and act as subject matter expert by responding to all education related questions or posts
- Oversee the annual Educational Offerings map to fill gaps based on member needs by working with the chairs of each sub-committee
- Coordinate speaker selection process to include soliciting potential speaker ideas/topics, evaluating speaker proposals, conduct reference checks
- Lead the selection process of topics/speakers for educational events and relevant programs on topics of interest
- Ensures contact of potential speakers, reference checks, topic ideas for committee consideration
- Report evaluation results for all programming to the DallasHR Board of Directors
- Ensure that DallasHR educational programs are providing value to our members through analysis of member surveys, attendee evaluations, feedback, trends, demographics, etc.
- Support the activities of chairs and sub-committee members

- Complete other assignments as requested by the President or other DallasHR leadership
- If budget is allocated, appropriate management of the budgetary funds within areas of authority.

**Note: All final contract negotiations shall be conducted by DallasHR staff with input from the volunteer leadership, and must be reviewed and signed by Executive Director.**



## EDUCATION DIRECTOR-ELECT

### **Position Summary:**

The Education Director-Elect is appointed by the President Elect of DallasHR to serve a one-year term as Director-Elect and will then serve a second term as Director. This position serves as an important member of the DallasHR Board of Directors.

The Education Committee is responsible for planning monthly educational programs, workshops, seminars and webinars for all educational areas of DallasHR. The Education Director will take the lead in providing educational offerings based on member feedback of needs as well as having a pulse on what's coming next in the industry. In addition to owning the Monthly Luncheons for the general membership, the director will partner with Chairs from various sub-committees to plan specific offerings in Talent Management, Employment Law, and all the DallasHR Round Table groups.

**Reports to:** The Education Director and works closely with DallasHR Staff

### **Volunteers Needed:**

Eight (8) volunteers including director and director elect

Assign Chairs for Sub-Committees (Round Tables, Talent Management, Employment Law)

Assign one social media liaison and one young professional to your committee

### **Requirements:**

- Must be a current member of DallasHR and have held membership at least one year
- Attend DallasHR and The HRSouthwest Conference board planning workshop
- Attend at least 95% of monthly committee meetings in person
- Attend at least 95% of the 10 monthly luncheons to promote committee
- Attend at least 95% monthly DallasHR Board Meetings in person
- Adhere to DHRMA Bylaws and Code of Ethics
- Professional certification is a plus (PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP, CCP, CEBS)

### **Responsibilities:**

- Participate in committee volunteer application review and in-person interview process to organize a committee of volunteers that are committed to playing a role as advocates for workforce readiness efforts.
- Meet committee goals outlined by DallasHR Board of Directors
- Attend monthly committee meetings, take minutes, and post these minutes to the committee and Board of Directors' groups on HRConnect
- Assist the Education Chair in the management of the annual Educational Offerings map to fill gaps based on member needs by working with the chairs of each sub-committee
- Assist in the speaker selection process to include soliciting potential speaker ideas/topics, evaluating speaker proposals, conduct reference checks
- Assist with the selection process of topics/speakers for educational events and relevant programs on topics of interest
- Report evaluation results for all programming to the DallasHR Board of Directors
- Ensure that DallasHR educational programs are providing value to our members through analysis of member surveys, attendee evaluations, feedback, trends, demographics, etc.
- Support the activities of chair and sub-committee members
- Complete other assignments as requested by the Education Chair, President or other DallasHR leadership
- If budget is allocated, appropriate management of the budgetary funds within areas of authority

**Note: All final contract negotiations shall be conducted by staff with input from the volunteer leadership, and must be reviewed and signed by Executive Director.**

## EMPLOYMENT LAW CHAIR

### **Position Summary:**

The Employment Law Chair is appointed by the Education Chair of DallasHR to serve a one-year term.

The Education Committee is responsible for planning monthly educational programs, workshops, seminars and webinars for all educational areas of DallasHR. The Employment Law Chair will take the lead in providing educational offerings based on member feedback of needs as well as having a pulse on what's coming next in the industry relating directly to the field of employment law, HR compliance, and risk management. In addition to owning the employment law specific program offerings, the Chair will support the Education Committee in the development of programming for the general membership.

**Reports to:** The Education Director and works closely with DallasHR Staff

**Volunteers Needed:** Four volunteers including Chair and Chair-Elect

### **Requirements:**

- Must be a current member of DallasHR and have held membership at least one year
- Attend at least 95% of monthly Education committee meetings in person
- Attend at least 95% of the 10 monthly luncheons to promote committee
- Adhere to DHRMA Bylaws and Code of Ethics
- A JD and/or professional certification is a plus (PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP, CCP, CEBS)

### **Responsibilities:**

- Participate in committee volunteer application review and in-person interview process to organize a sub-committee of volunteers that are committed to playing a role as advocates for programming efforts.
- Schedule and conduct regular sub-committee meetings and ensure sub-committee members adhere to meeting attendance requirements throughout the year.
- Meet sub-committee goals outlined by Education Director and produce quarterly progress reports on efforts.
- Actively participate on HRConnect. Participation includes but isn't limited to: Post sub-committee reports, meeting minutes and upcoming educational activities. Answer questions posed to the sub-committee directly and act as subject matter expert on employment law, HR compliance and risk management
- Collaborate with the Education Director and Director-Elect to maintain the annual Educational Offerings map to fill gaps based on member needs
- Assist with the selection of topics and speakers for the DallasHR Monthly Luncheons in partnership with the Education Director, Education Director-Elect, and other Education Chairs
- Coordinate speaker selection process to include soliciting potential speaker ideas/topics, evaluating speaker proposals, conduct reference checks for the Legal Exchange Conference, Workplace Law Breakfast Series and any additional programs hosted by the Employment Law sub-committee
- Monitor state and local government activities and provide timely information on public policy issues to the DallasHR members
- Ensures contact of potential speakers, reference checks, topic ideas for sub-committee consideration
- Report evaluation results for Employment Law programming to the Education Director
- Serve as the lead liaison to connect the sub-committee with the activities of the Education Committee
- Complete other assignments as requested by the Education Director, President or other DallasHR leadership
- If budget is allocated, appropriate management of the budgetary funds within areas of authority.

**Note: All final contract negotiations shall be conducted by DallasHR staff with input from the volunteer leadership, and must be reviewed and signed by Executive Director.**

## EMPLOYMENT LAW CHAIR-ELECT

### **Position Summary:**

The Employment Law Chair-Elect is appointed by the Education Chair-Elect of DallasHR to serve a one-year term followed by a one-year term, as the Employment Law Chair.

The Education Committee is responsible for planning monthly educational programs, workshops, seminars and webinars for all educational areas of DallasHR. The Employment Law Chair-Elect will take the assist in providing educational offerings based on member feedback of needs as well as having a pulse on what's coming next in the industry relating directly to the field of employment law, HR compliance, and risk management. In addition to owning the employment law specific program offerings, the Chair-Elect will support the Education Committee in the development of programming for the general membership.

**Reports to:** The Education Director and works closely with DallasHR Staff

**Volunteers Needed:** Four volunteers including Chair and Chair-Elect

### **Requirements:**

- Must be a current member of DallasHR and have held membership at least one year
- Attend at least 95% of monthly Education committee meetings in person
- Attend at least 95% of the 10 monthly luncheons to promote committee
- Adhere to DHRMA Bylaws and Code of Ethics
- A JD and/or professional certification is a plus (PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP, CCP, CEBS)

### **Responsibilities:**

- Participate in sub-committee volunteer application review and in-person interview process to organize a sub-committee of volunteers that are committed to playing a role as advocates for programming efforts.
- Attend regular sub-committee meetings, take minutes, and post these minutes to the Employment Law Sub-Committee Group and the Education Committee Group in HRConnect.
- Meet sub-committee goals outlined by Education Director and produce quarterly progress reports on efforts.
- Actively participate on HRConnect. Participation includes but isn't limited to: Post sub-committee reports, meeting minutes and upcoming educational activities. Answer questions posed to the sub-committee directly and act as subject matter expert on employment law, HR compliance and risk management
- Collaborate with the Education Director and Director-Elect to maintain the annual Educational Offerings map to fill gaps based on member needs
- Assist with the selection of topics and speakers for the DallasHR Monthly Luncheons in partnership with the Education Director, Education Director-Elect, and other Education Chairs
- Assist with speaker selection process to include soliciting potential speaker ideas/topics, evaluating speaker proposals, conduct reference checks for the Legal Exchange Conference, Workplace Law Breakfast Series and any additional programs hosted by the Employment Law sub-committee
- Serve as a liaison to connect the sub-committee with the activities of the Education Committee
- Complete other assignments as requested by the Education Director, President or other DallasHR leadership
- If budget is allocated, appropriate management of the budgetary funds within areas of authority.

**Note: All final contract negotiations shall be conducted by DallasHR staff with input from the volunteer leadership, and must be reviewed and signed by Executive Director.**

## **DallasHR Member Engagement Director**

### **Position Summary:**

The Member Engagement Director is appointed by the President of DallasHR to serve a one-year term. This position serves as a member of the DallasHR Board of Directors. The Member Engagement Director, along with the Director-Elect will assure the activities and initiatives of the chapter are focused on engaging and retaining chapter members in partnership with the Member and Attendee Relations Manager (MARM).

**Reports To:** The President of DallasHR - Works closely with DallasHR Membership Staff

### **Requirements:**

- Time Commitment – 8 hours per month (meeting attendance = 90%)
- Activities – Attendance at DallasHR/HRSWC Board Workshop, DallasHR Board of Director's meetings and all monthly membership meetings and events; Active participation on HRConnect; Adhere to DHRMA Bylaws and Code of Ethics
- Qualifications – Must be a current member of DallasHR and have served on the committee for at least one year; Professional certification is preferred (such as...PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP, CCP, CEBS)

### **Responsibilities:**

- Interviews and selects volunteers to serve on the committee (10 recommended)
- Conducts regularly scheduled committee meetings

### **Member Relations**

- Identifies and pursues sources for new members to include any special projects, promotions or programs designed to increase membership numbers
- Identifies and pursues resources, programs, processes to retain members
- Identifies possible programs and/or partnerships that will benefit DallasHR members
- Identifies value proposition for recruitment and retention
- On-going member needs assessment (weekly phone calls, emails or face-to-face interaction with members)

### **Ambassadors**

- Solicit, train and facilitate communication between volunteers to serve as goodwill representatives and table hosts to welcome new members at scheduled monthly meetings
- Ensure that committee members will be present at the Monthly Meeting to welcome registered guests at the name badge table, serve as ushers and fill in wherever needed

### **New Member Orientation - "Jumpstart"**

- Obtain list of new members each month from Staff
- Ensure each new member is contacted by a committee member and invited to the semi-monthly "Jumpstart" program
- Report number of RSVP's back to Staff
- Participate in the "Jumpstart" program

### **New Member Referral Program**

- Notify new member referral drawing winner that they were the winner and will be recognized at the DallasHR monthly meeting and will receive a certificate for a free luncheon in the mail

- Mail gift cards in DHR logo note cards with personalized message to all referrers

#### **Member Events**

- Plans prospective member events in conjunction with committee members and Staff
- Identifies social and networking events and/or partnerships that will benefit DallasHR members and attract potential new members
- Attends networking events and pro-actively engages attendees

#### **General Responsibilities**

- Active participation on HRConnect to engage members by sharing best practices and knowledge
- Appoints chairs as needed, as appropriate, with Presidents final approval
- Prepares monthly reports for the DallasHR Board of Directors relative to statistics and services and posts on HRConnect Board group
- Supports the activities of chairs and committee members
- Completes other assignments as requested by the President or other corporate leadership
- Participates in the development and implementation of short-term and long-term strategic planning for the Association
- Appropriate management of budgetary funds within areas of authority
- Represents the Association in the human resources community
- Partner with Staff liaison to coordinate committee activities and ensure the successful execution of committee goals and tasks (See Staff Liaison Job Description)

**Note: All final contract negotiations shall be reviewed and signed by the Executive Director.**

## DallasHR Member Engagement Director-Elect

### **Position Summary:**

The Member Engagement Director-Elect is appointed by the President-Elect of DallasHR to serve a one-year term as Director-Elect and will then serve a second term as Director. This position serves as a member of the DallasHR Board of Directors. The Member Engagement Director-Elect, along with the Director will assure the activities and initiatives of the chapter are focused on engaging and retaining chapter members in partnership with the Member and Attendee Relations Manager (MARM).

**Reports To:** DallasHR Member Engagement Director - Works closely with DallasHR Membership Staff

### **Requirements:**

- Time Commitment – 8 hours per month (meeting attendance = 90%)
- Activities – Attendance at DallasHR/HRSWC Board Workshop, DallasHR Board of Director’s meetings and all monthly membership meetings and events; Active participation on HRConnect; Adhere to DHRMA Bylaws and Code of Ethics
- Qualifications – Must be a current member of DallasHR and have served on the committee for at least one year; Professional certification is preferred (such as...PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP, CCP, CEBS)

### **Responsibilities:**

- Works with the Member Engagement Director to interview and select the volunteers to serve on the committee (10 recommended)
- Works with the Member Engagement Director in conducting regularly scheduled committee meetings

### **Member Relations**

- Identifies and pursues sources for new members to include any special projects, promotions or programs designed to increase membership numbers
- Identifies and pursues resources, programs, processes to retain members
- Identifies possible programs and/or partnerships that will benefit DallasHR members
- Identifies value proposition for recruitment and retention
- On-going member needs assessment (weekly phone calls, emails or face-to-face interaction with members)

### **Ambassadors**

- Solicit, train and facilitate communication between volunteers to serve as goodwill representatives and table hosts to welcome new members at scheduled monthly meetings
- Ensure that committee members will be present at the Monthly Meeting to welcome registered guests at the name badge table, serve as ushers and fill in wherever needed

### **New Member Orientation - “Jumpstart”**

- Obtain list of new members each month from Staff
- Ensure each new member is contacted by a committee member and invited to the semi-monthly “Jumpstart” program
- Report number of RSVP’s back to Staff
- Participate in the “Jumpstart” program

### **New Member Referral Program**

- Notify new member referral drawing winner that they were the winner and will be recognized at the DallasHR monthly meeting and will receive a certificate for a free luncheon in the mail
- Mail gift cards in DHR logo note cards with personalized message to all referrers Member Events
- Plans prospective member events in conjunction with committee members and Staff
- Identifies social and networking events and/or partnerships that will benefit DallasHR members and attract potential new members
- Attends networking events and pro-actively engages attendees

#### **General Responsibilities**

- Active participation on HRConnect to engage members by sharing best practices and knowledge
- Appoints chairs as needed, as appropriate, with Presidents final approval
- Prepares monthly reports for the DallasHR Board of Directors relative to statistics and services and posts on HRConnect Board group
- Supports the activities of chairs and committee members
- Completes other assignments as requested by the President or other corporate leadership
- Participates in the development and implementation of short-term and long-term strategic planning for the Association
- Appropriate management of budgetary funds within areas of authority
- Represents the Association in the human resources community
- Partner with Staff liaison to coordinate committee activities and ensure the successful execution of committee goals and tasks (See Staff Liaison Job Description)

**Note: All final contract negotiations shall be reviewed and signed by the Executive Director.**



## ROUND TABLES CHAIR

### **Position Summary:**

The Round Tables Chair is appointed by the Education Chair of DallasHR to serve a one-year term.

The Education Committee is responsible for planning monthly educational programs, workshops, seminars and webinars for all educational areas of DallasHR. The Round Tables Chair will take the lead in managing all the DallasHR Round Tables and the education each is offering throughout the year. In addition to leading the round table program offerings, the Chair will support the Education Committee in the development of programming for the general membership.

**Reports to:** The Education Director and works closely with DallasHR Staff

### **Volunteers Needed:**

Chair and Chair-Elect

Up to two (2) additional Round Table sub-committee members per topics area to organize the efforts of that specific group

### **Requirements:**

- Must be a current member of DallasHR and have held membership at least one year
- Attend at least 95% of monthly Education committee meetings in person
- Attend at least 95% of the 10 monthly luncheons to promote committee
- Adhere to DHRMA Bylaws and Code of Ethics
- Professional certification is a plus (PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP, CCP, CEBS)

### **Responsibilities:**

- Participate in sub-committee volunteer application review and in-person interview process to organize a sub-committee of volunteers that are committed to playing a role as advocates for programming efforts.
- Schedule and conduct regular sub-committee meetings and ensure sub-committee members adhere to meeting attendance requirements throughout the year.
- Meet sub-committee goals outlined by Education Director and produce quarterly progress reports on efforts.
- Actively participate on HRConnect in the Round Table forums. Participation includes but isn't limited to: Post sub-committee reports, meeting minutes and upcoming educational activities.
- Collaborate with the Education Director and Director-Elect to maintain the annual Educational Offerings map to fill gaps based on member needs
- Assist with the selection of topics and speakers for the DallasHR Monthly Luncheons in partnership with the Education Director, Education Director-Elect, and other Education Chairs
- Facilitate speaker selection process of the sub-committee members to include soliciting potential speaker ideas/topics, evaluating speaker proposals, conduct reference checks for the programs hosted by the Round Table sub-committee
- Identify new opportunities for Round Table topic groups based on member needs and expressed interests
- Ensure consistent delivery of all Round Table activities and events
- Monitor state and local government activities and provide timely information on public policy issues to the DallasHR members
- Ensures contact of potential speakers, reference checks, topic ideas for sub-committee consideration
- Report evaluation results for Employment Law programming to the Education Director
- Serve as the lead liaison to connect the sub-committee with the activities of the Education Committee

- Complete other assignments as requested by the Education Director, President or other DallasHR leadership
- If budget is allocated, appropriate management of the budgetary funds within areas of authority.

**Note: All final contract negotiations shall be conducted by DallasHR staff with input from the volunteer leadership, and must be reviewed and signed by Executive Director.**

## ROUND TABLES CHAIR-ELECT

### **Position Summary:**

The Employment Law Chair-Elect is appointed by the Education Chair-Elect of DallasHR to serve a one-year term followed by a one-year term, as the Employment Law Chair.

The Education Committee is responsible for planning monthly educational programs, workshops, seminars and webinars for all educational areas of DallasHR. The Round Tables Chair will take the assist with managing all of the DallasHR Round Tables and the education that each is offering throughout the year. In addition to leading the round table program offerings, the Chair will support the Education Committee in the development of programming for the general membership.

**Reports to:** The Education Director and works closely with DallasHR Staff

### **Volunteers Needed:**

Chair and Chair-Elect

Up to two (2) additional Round Table sub-committee members per topics area to organize the efforts of that specific group

### **Requirements:**

- Must be a current member of DallasHR and have held membership at least one year
- Attend at least 95% of monthly Education committee meetings in person
- Attend at least 95% of the 10 monthly luncheons to promote committee
- Adhere to DHRMA Bylaws and Code of Ethics
- Professional certification is a plus (PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP, CCP, CEBS)

### **Responsibilities:**

- Participate in sub-committee volunteer application review and in-person interview process to organize a sub-committee of volunteers that are committed to playing a role as advocates for programming efforts.
- Attend regular sub-committee meetings, take minutes, and post these minutes to the Round Table Sub-Committee Group and the Education Committee Group in HRConnect.
- Meet sub-committee goals outlined by Education Director and produce quarterly progress reports on efforts.
- Actively participate on HRConnect in the Round Table Forums. Participation includes but isn't limited to: Post sub-committee reports, meeting minutes and upcoming educational activities.
- Collaborate with the Education Director and Director-Elect to maintain the annual Educational Offerings map to fill gaps based on member needs
- Assist with the selection of topics and speakers for the DallasHR Monthly Luncheons in partnership with the Education Director, Education Director-Elect, and other Education Chairs
- Assist with speaker selection process to include soliciting potential speaker ideas/topics, evaluating speaker proposals, conduct reference checks for all Round Table Programs
- Serve as a liaison to connect the sub-committee with the activities of the Education Committee
- Complete other assignments as requested by the Education Director, President or other DallasHR leadership
- If budget is allocated, appropriate management of the budgetary funds within areas of authority.

**Note: All final contract negotiations shall be conducted by DallasHR staff with input from the volunteer leadership, and must be reviewed and signed by Executive Director.**

## **Student Engagement Director**

### **Position Summary:**

The Student Engagement Director is appointed by the President of DallasHR and The HRSouthwest Conference Director to serve a one-year term. This position serves as a member of the DallasHR Board of Directors and The HRSouthwest Conference (HRSWC) Board of Directors. The Student Engagement Director, along with the Director-Elect will assure the activities and initiatives of both the chapter and the conference are focused on engaging and retaining student members and student attendees in partnership with the Manager of Member and Attendee Relations.

**Reports to:** President of DallasHR and The HRSouthwest Conference Director - Works closely with DallasHR Staff

### **Requirements:**

- Time Commitment – 10 hours per month plus 4 full days onsite at HRSWC (meeting attendance = 90%)
- Required to attend The HRSouthwest Conference
- Activities – Attendance at DallasHR/HRSWC Board Workshop, DallasHR Board of Director's meetings and all monthly membership meetings and events; HRSWC Board of Director's meetings; Active participation on HRConnect; Adhere to DHRMA Bylaws and Code of Ethics
- Qualifications – Must be a current member of DallasHR and have served on the committee for at least one year; Professional certification is preferred (such as...PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP, CCP, CEBS)

### **Responsibilities:**

- Interviews and selects volunteers to serve on the committee (7 recommended)
- Conducts regularly scheduled committee meetings

### **Manage Mentorship Program**

- Promote Mentorship Program to student chapters and to DallasHR membership to secure participation
- Match mentor and mentee applicants for semester program
- Provide support throughout the semester to ensure engagement and results
- Secure feedback at program term completion

### **Functions as liaison to SHRM student chapters, provides guidance, counsel, etc.**

- Engages SHRM student chapters and members to be a resource and share knowledge and experience
- Invites students to Association meetings and programs
- Coordinates and selects winners of the Drew Young Scholarship and The HRSWC Excellence in Education Scholarship and reports the winners selected to the President of DallasHR and the HRSWC Conference Director
- Partners with local Universities to provide HR students with practical work experiences
- Contacts SHRM student chapters requesting student attendance at the conference and informs them about the sponsorship program
- Develop and implement marketing program to secure student sponsorships from corporations/DHR members and Texas SHRM chapters
- Develop communications promoting student attendance/sponsorship to be sent to student advisors and SHRM student chapters
- Attend DallasHR luncheons to serve as a point of contact for students as well as promote student

sponsorships and scholarships

- Distribute student registration forms to student advisors and SHRM student chapter presidents
- Coordinate attendance of scholarship winners during the conference

### **General Responsibilities**

- Coordinates visits to SHRM chapters to promote scholarships, HRSWC registration and be a resource of information to our student community
- Active participation on HRConnect to engage members by sharing best practices and knowledge
- Prepare monthly report to the Board of Directors on committee plans/activities and post on HRConnect Board group
- Requests final list of all students to use at the conference for coordinating schedules and networking
- Conduct on-site orientation session for students at the conference
- Work with HRSWC Ed Sessions Director and Director-Elect to identify and plan special programming designed for students
- Participate in HRSWC attendee bag stuffing
- Update and document procedures relative to specific area of responsibilities
- Appropriate management of budgetary funds within areas of authority
- Represents the organization in the human resources community
- Partner with Staff liaison to coordinate committee activities and ensure the successful execution of committee goals and tasks (See Staff Liaison Job Description)

**Note: All final contract negotiations shall be reviewed and signed by the Executive Director.**

## **Student Engagement Director-Elect**

### **Position Summary:**

The Student Engagement Director-Elect is appointed by the President-Elect of DallasHR and The HRSouthwest Conference Director-Elect to serve a one-year term as Director-Elect and will then serve a second term as Director. This position serves as a member of the DallasHR Board of Directors and The HRSouthwest Conference (HRSWC) Board of Directors. The Student Engagement Director-Elect, along with the Student Engagement Director will assure the activities and initiatives of both the chapter and the conference are focused on engaging and retaining student members and student attendees in partnership with the Member and Attendee Relations Manager (MARM).

**Reports to:** Student Engagement Director - Works closely with DallasHR Staff

### **Requirements:**

- Time Commitment – 10 hours per month (meeting attendance = 90%)
- Activities – Attendance at DallasHR/HRSWC Board Workshop, DallasHR Board of Director's meetings and all monthly membership meetings and events; HRSWC Board of Director's meetings; Active participation on HRConnect; Adhere to DHRMA Bylaws and Code of Ethics
- Qualifications – Must be a current member of DallasHR and have served on the committee for at least one year; Professional certification is preferred (such as...PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP, CCP, CEBS)

### **Responsibilities:**

- Works with the Student Engagement Director to interview and select the volunteers to serve on the committee (7 recommended)
- Works with the Student Engagement Director in conducting regularly scheduled committee meetings

### **Manage Mentorship Program**

- Promote Mentorship Program to student chapters and to DallasHR membership to secure participation
- Match mentor and mentee applicants for semester program
- Provide support throughout the semester to ensure engagement and results
- Secure feedback at program term completion

### **Functions as liaison to SHRM student chapters, provides guidance, counsel, etc.**

- Engages SHRM student chapters and members to be a resource and share knowledge and experience
- Invites students to Association meetings and programs
- Coordinates and selects winners of the Drew Young Scholarship and The HRSWC Excellence in Education Scholarship and reports the winners selected to the President of DallasHR and the HRSWC Conference Director
- Partners with local Universities to provide HR students with practical work experiences
- Contacts SHRM student chapters requesting student attendance at the conference and informs them about the sponsorship program
- Develop and implement marketing program to secure student sponsorships from corporations/DHR members and Texas SHRM chapters
- Develop communications promoting student attendance/sponsorship to be sent to student advisors and SHRM student chapters
- Attend DallasHR luncheons to serve as a point of contact for students as well as promote student

sponsorships and scholarships

- Distribute student registration forms to student advisors and SHRM student chapter presidents
- Coordinate attendance of scholarship winners during the conference

### **General Responsibilities**

- Coordinates visits to SHRM chapters to promote scholarships, HRSWC registration and be a resource of information to our student community
- Active participation on HRConnect to engage members by sharing best practices and knowledge
- Prepare monthly report to the Board of Directors on committee plans/activities and post on HRConnect Board group
- Requests final list of all students to use at the conference for coordinating schedules and networking
- Conduct on-site orientation session for students at the conference
- Work with HRSWC Ed Sessions Director and Director-Elect to identify and plan special programming designed for students
- Participate in HRSWC attendee bag stuffing party and orientation tour
- Update and document procedures relative to specific area of responsibilities
- Appropriate management of budgetary funds within areas of authority
- Represents the organization in the human resources community
- Partner with Staff liaison to coordinate committee activities and ensure the successful execution of committee goals and tasks (See Staff Liaison Job Description)

**Note: All final contract negotiations shall be reviewed and signed by the Executive Director.**

## TALENT MANAGEMENT CHAIR

### **Position Summary:**

The Talent Management Chair is appointed by the Education Chair of DallasHR to serve a one-year term.

The Education Committee is responsible for planning monthly educational programs, workshops, seminars and webinars for all educational areas of DallasHR. The Talent Management Chair will take the lead in providing educational offerings based on member feedback of needs as well as having a pulse on what's coming next in the industry relating directly to the field of talent management. In addition to owning the quarterly talent management luncheons, the Chair will support the Education Committee in the development of programming for the general membership.

### **Reports to:**

The Education Director and works closely with DallasHR Staff

### **Volunteers Needed:**

Four volunteers including Chair and Chair-Elect

### **Requirements:**

- Must be a current member of DallasHR and have held membership at least one year
- Attend at least 95% of monthly Education committee meetings in person
- Attend at least 95% of the 10 monthly luncheons to promote committee
- Attend at least 75% of the quarterly luncheons hosted by the Talent Management sub-committee
- Adhere to DHRMA Bylaws and Code of Ethics
- Professional certification is a plus (PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP, CCP, CEBS)

### **Responsibilities:**

- Participate in committee volunteer application review and in-person interview process to organize a sub-committee of volunteers that are committed to playing a role as advocates for programming efforts.
- Schedule and conduct regular sub-committee meetings and ensure sub-committee members adhere to meeting attendance requirements throughout the year.
- Meet sub-committee goals outlined by Education Director and produce quarterly progress reports on efforts.
- Actively participate on HRConnect. Participation includes but isn't limited to: Post sub-committee reports, meeting minutes and upcoming educational activities. Answer questions posed to the sub-committee directly and act as subject matter expert by responding to all talent management education related questions or posts in the Talent Management Community
- Collaborate with the Education Director and Director-Elect to maintain the annual Educational Offerings map to fill gaps based on member needs
- Assist with the selection of topics and speakers for the DallasHR Monthly Luncheons in partnership with the Education Director, Education Director-Elect, and other Education Chairs
- Coordinate speaker selection process to include soliciting potential speaker ideas/topics, evaluating speaker proposals, conduct reference checks for the four quarterly luncheons and any additional programs hosted by the Talent Management sub-committee
- Ensures contact of potential speakers, reference checks, topic ideas for sub-committee consideration
- Report evaluation results for Talent Management programming to the Education Director
- Serve as the lead liaison to connect the sub-committee with the activities of the Education Committee
- Complete other assignments as requested by the Education Director, President or other DallasHR leadership
- If budget is allocated, appropriate management of the budgetary funds within areas of authority.

**Note: All final contract negotiations shall be conducted by DallasHR staff with input from the volunteer leadership, and must be reviewed and signed by Executive Director.**



## TALENT MANAGEMENT CHAIR-ELECT

### **Position Summary:**

The Talent Management Chair-Elect is appointed by the Education Chair-Elect of DallasHR to serve a one-year term followed by a one-year term, as the Talent Management Chair.

The Education Committee is responsible for planning monthly educational programs, workshops, seminars and webinars for all educational areas of DallasHR. The Talent Management Chair-Elect will take the assist in providing educational offerings based on member feedback of needs as well as having a pulse on what's coming next in the industry relating directly to the field of talent management. In addition to owning the quarterly talent management luncheons, the Chair-Elect will support the Education Committee in the development of programming for the general membership.

**Reports to:** The Education Director and works closely with DallasHR Staff

**Volunteers Needed:** Four volunteers including Chair and Chair-Elect

### **Requirements:**

- Must be a current member of DallasHR and have held membership at least one year
- Attend at least 95% of monthly Education committee meetings in person
- Attend at least 95% of the 10 monthly luncheons to promote committee
- Attend at least 75% of the 4 quarterly luncheons hosted by the Talent Management sub-committee
- Adhere to DHRMA Bylaws and Code of Ethics
- Professional certification is a plus (PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP, CCP, CEBS)

### **Responsibilities:**

- Participate in sub-committee volunteer application review and in-person interview process to organize a sub-committee of volunteers that are committed to playing a role as advocates for programming efforts.
- Attend regular sub-committee meetings, take minutes, and post these minutes to the Talent Management Sub-Committee Group and the Education Committee Group in HRConnect.
- Meet sub-committee goals outlined by Education Director and produce quarterly progress reports on efforts.
- Actively participate on HRConnect. Participation includes but isn't limited to: Post sub-committee reports, meeting minutes and upcoming educational activities. Answer questions posed to the sub-committee directly and act as subject matter expert by responding to all talent management education related questions or posts in the Talent Management Community
- Collaborate with the Education Director and Director-Elect to maintain the annual Educational Offerings map to fill gaps based on member needs
- Assist with the selection of topics and speakers for the DallasHR Monthly Luncheons in partnership with the Education Director, Education Director-Elect, and other Education Chairs
- Assist with speaker selection process to include soliciting potential speaker ideas/topics, evaluating speaker proposals, conduct reference checks for the four quarterly luncheons and any additional programs hosted by the Talent Management sub-committee
- Serve as a liaison to connect the sub-committee with the activities of the Education Committee
- Complete other assignments as requested by the Education Director, President or other DallasHR leadership
- If budget is allocated, appropriate management of the budgetary funds within areas of authority.

**Note: All final contract negotiations shall be conducted by DallasHR staff with input from the volunteer leadership, and must be reviewed and signed by Executive Director.**

## DallasHR WORKFORCE READINESS DIRECTOR

### Position Summary:

The Workforce Readiness Director is appointed by the President of DallasHR to serve a one-year term. This position serves as an important member of the DallasHR Board of Directors.

Workforce readiness ensures new and returning workplace entrants are prepared to enter the workforce with the requisite knowledge, skills, abilities and attributes to engage in endeavors required for their respective occupations. The Workforce Readiness Director will take the lead and bring their skills and contacts to the committee to develop partnerships and alliances between educational institutions, governmental entities, non-profits and local employers to assist in ensuring new or returning workforce entrants are sufficiently prepared to meet the challenges and opportunities they face in the workplace. In addition, the director will represent the committee throughout the year encouraging chapter involvement at all committee planned workforce readiness events and activities.

### Reports to:

The President of DallasHR and works closely with DallasHR Staff

### Volunteers Needed:

Eight volunteers including director and director elect

Assign one social media liaison and one young professional to your committee

### Requirements:

- Must be a current member of DallasHR and have held membership at least one year
- Attend DallasHR and The HRSouthwest Conference board planning workshop
- Attend at least 95% of monthly committee meetings in person
- Attend at least 95% of the 10 monthly luncheons to promote committee and garner volunteers
- Attend at least monthly DallasHR Board Meetings in person
- Adhere to DHRMA Bylaws and Code of Ethics
- Professional certification is a plus (PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP, CCP, CEBS)

### Responsibilities:

- Participate in committee volunteer application review and in-person interview process to organize a committee of volunteers that are committed to playing a role as advocates for workforce readiness efforts.
- Schedule and conduct monthly committee meetings and ensure committee members adhere to meeting attendance requirements throughout the year.
- Meet committee goals outlined by DallasHR Board of Directors and produce quarterly progress reports on efforts.
- Prepare monthly reports and distribute meeting minutes for Board of Directors on committee plans/activities.
- Actively participate on HRConnect. Participation includes but isn't limited to: Post board reports, meeting minutes and upcoming volunteer activities. Answer questions posed to the committee directly and act as subject matter expert by responding to all workforce readiness questions or posts
- Research and locate organizations/stakeholders in the community, develop strategic partnerships and help with existing or create new programs to assist professionals in transition.
- Advocate for workforce readiness in the community and become a resource to DallasHR board members and staff on issues related to workforce readiness gaps. May include interviews by local news outlets and requests for blog posts to bring awareness of committee and/or committee efforts in the community.
- Complete other assignments as requested by the President or other DallasHR leadership
- If budget is allocated, appropriate management of the budgetary funds within areas of authority.

**Note: All final contract negotiations shall be conducted by DallasHR staff with input from the volunteer leadership, and must be reviewed and signed by Executive Director.**

## DallasHR WORKFORCE READINESS DIRECTOR-ELECT

### **Position Summary:**

The Workforce Readiness Director Elect is appointed by the President Elect of DallasHR to serve a one-year term. This position serves as an important member of the DallasHR Board of Directors.

Workforce readiness ensures new and returning workplace entrants are prepared to enter the workforce with the requisite knowledge, skills, abilities and attributes to engage in endeavors required for their respective occupations. The Workforce Readiness Director Elect will bring skills and contacts to the committee to execute on any partnerships or alliances of educational institutions, governmental entities, non-profits and local employers brought to the committee to assist new or returning workforce entrants.

### **Reports to:**

The Director of Workforce Readiness and works closely with DallasHR Staff

### **Volunteers Needed:**

Eight volunteers including director and director elect

Assign one social media liaison and one young professional to your committee

### **Requirements:**

- Must be a current member of DallasHR and have held membership at least one year
- Professional certification is a plus (PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP, CCP, CEBS)
- Attend at least 90% of monthly committee meetings in person
- Attend at least 90% of monthly luncheons to promote committee and garner volunteers
- Attend at least 95% of monthly DallasHR Board Meetings in person
- Attend DallasHR and The HRSouthwest board Planning Workshop
- Adhere to DHRMA Bylaws and Code of Ethics

### **Responsibilities:**

- Participate in committee volunteer application review and in-person interview process to organize a committee of volunteers that are committed to playing a role as advocates for workforce readiness efforts.
- Meet committee goals outlined by DallasHR Board of Directors and produce quarterly progress reports on efforts.
- Attend and conduct monthly committee meetings. Prepare and post agenda and maintain volunteer activity schedules on HRConnect.
- Finds local organizations/stakeholders in the community in need of workforce readiness volunteers. Cultivate relationships and develop strategic partnerships to assist professionals in transition or new to the workforce.
- Maintain and cultivate pool of volunteers by attending DallasHR educational and networking events to solicit volunteers.
- Plan, assign and execute community workforce readiness volunteer opportunities including: managing volunteers, providing event details to build excitement, and attend luncheons and networking events to promote the committee and garner volunteers for upcoming activities.
- Actively participate on HRConnect as a workforce readiness subject matter expert - sharing workforce readiness knowledge, best practices, and volunteer opportunities.
- Prepares monthly reports (posted to HRConnect Board Group) and verbally shares committee updates for Board of Directors.
- Completes other assignments as requested by the President or President Elect of DallasHR or other chapter leadership
- If a budget is allocated, appropriate management of the budgetary funds is required.

**Note: All final contract negotiations shall be conducted by staff with input from the volunteer leadership, and must be reviewed and signed by Executive Director.**