



## **HR SOUTHWEST CONFERENCE DIRECTOR**

### **Position Summary:**

The Conference Director is elected by the membership to serve a one-year term. The Conference Director serves a one-year term as Conference Director Elect before becoming Conference Director. This position serves as a member of the Board of Trustees and Executive Committee and provides leadership consistent with the organization's Bylaws. The Conference Directors' responsibility is to serve as advisor and facilitator of the annual Conference planning process and production of the Conference on-site.

**Reports to:** Board of Trustees of DHRMA, Inc.

### **Expected Attendance:**

- Required to attend the HR SOUTHWEST Conference
- Serve on the Board of Trustees –meets approximately four times a year
- Serve on Executive Committee – meets at least eight times a year
- Facilitates HR SOUTHWEST Board Meetings –meets approximately twelve times a year
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Participate in Texas State Council meetings – meets approximately three times a year
- Attend various Conference committee meetings for observation
- Recommend periodic attendance at Dallas HR Board meetings – meets approximately 12 times a year

### **Specific Responsibilities:**

- Conducts the business of HR SOUTHWEST in accordance with the Bylaws
- Serves as a voting member of the DHRMA Board of Trustees and Executive Committee
- Serves as chairperson of the Conference Board of Directors
- Presides over the activities of all HR SOUTHWEST directors, as well as committees, to ensure the accomplishment of Conference goals, objectives and strategies
- Appoints Conference Directors in consultation with staff and Conference Director-Elect
- Works with Staff to develop Conference budget
- Works with Staff in developing Conference schedule
- Works with Staff and AV and production companies on-site regarding lighting/sound/staging
- Selects Keynote speakers in coordination with staff
- Develops the agenda for HR SOUTHWEST Board meetings
- Develops Conference on-site script for emcee (Michael Brown)
- Plans and coordinates the volunteer appreciation event
- Plans and coordinates Directors' thank-you dinner held during Conference
- Purchases gifts for Directors/Co-Directors, staff and volunteers
- Update and document procedures relative to specific area of responsibilities
- Appropriate management of budgetary funds within areas of authority
- Represents the Conference in the human resources community

### **Requirements:**

- Must be a member of Dallas HR and SHRM
- Adhere to DHRMA Bylaws and Code of Ethics
- Must have served in a volunteer leadership position for either Dallas HR or HR SOUTHWEST for at least three years including the previous year
- Must have at least seven years experience in the HR profession, HR education or HR legal arena
- HRCI Certification is preferred

**Note: All contracts are negotiated by staff with input from the volunteer leadership. All contracts must be signed by Executive Director**



## **HR SOUTHWEST CONFERENCE DIRECTOR ELECT**

### **Position Summary:**

The Conference Director Elect is elected by the membership to serve a one-year term. The Conference Director Elect will serve a one-year term as Conference Director following their year as Conference Director Elect. This position serves as a member of the Executive Committee. The Conference Director Elect's responsibility is to support the Conference Director as advisor and facilitator of the annual Conference planning process and production of the Conference on-site.

**Reports to:** Conference Director

### **Expected Attendance:**

- Required to attend the HR SOUTHWEST Conference
- Serve as a voting member of the Executive Committee – meets at least eight times a year
- Serve as back up facilitator for HR SOUTHWEST Board meetings – meets approximately twelve times a year
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Attend various committee meetings for observation
- Attend SHRM Leadership Conference on behalf of the Conference
- Attend National SHRM Conference on behalf of the Conference
- Recommend periodic attendance at DHR Board meetings – meets approximately twelve times a year
- Attend Board of Trustee meetings during the last quarter of the year

### **Specific Responsibilities:**

#### **Coordinates Educator of the Year Award**

- Requests nominations, selects and notifies winner
- Orders award/coordinates check to be presented
- Writes bio/article of winner – provides to Staff
- Writes/distributes script for Educator of Year sponsors and distributes to sponsors two weeks prior to Conference
- Coordinates with Staff for filming of EOY video
- Presents Educator of Year recipient during the Thursday lunch

#### **Coordinates Attendee Welcome Center (This responsibility may be appointed, if preferable)**

- See Welcome Center Manager Job Description for complete information on the Welcome Center
- Coordinates volunteers and work schedules to ensure the Center is Staffed
- Coordinates with staff on setup and furnishings for Welcome Center
- Trains Center Staff members on Conference information for answering inquiries accurately
- Determines materials that will be provided to visitors (restaurant menus, maps of city, etc.)
- Writes articles for newsletter and other publications to promote Center

#### **Determines Conference theme for following year**

- Submits final theme for publications and video production

#### **Develops Conference Evaluation Forms (coordinate with Staff for sponsor information)**

- July: Create drafts for review; September: Finalize evaluation formats to include educational sessions, Conference attendee evaluation, Exhibitor/Sponsor evaluation.
- Coordinates summary presentation of results

#### **Corporate Sponsors (coordinates with Staff)**

- Makes arrangements for sponsors to participate in photo op with Keynote Speakers; escorts to location of photo op
- Hand delivers exhibitor packets to sponsors on Tuesday during set-up or Wednesday morning prior to open of Exhibit Hall
- Personally welcomes all sponsors on site by visiting booth and delivering Wednesday lunch (if feasible)

### **Other Responsibilities**

- Develops master Conference planning timeline. Ensures responsibilities are fulfilled timely.
- Creates and approves the walkie-talkie order
- Serves as on-site liaison in the coordination of keynote speaker appearance
- Conducts Convention Center orientation tour for volunteers
- Purchase gift for Conference Director
- Orders Conference shirts for directors/committee members
- Update and document procedures relative to specific area of responsibilities
- Appropriate management of budgetary funds within areas of authority
- Represents the Conference in the human resources community

### **Secretary**

- Collects board reports prior to board meeting from all directors; assembles for distribution via e-mail prior to each board meeting
- Prepares meeting minutes of each board meeting. Records any new/voted on business from board meetings and documents for Executive Committee
- Updates timeline

### **Requirements:**

- Must be a member of Dallas HR and SHRM
- Adhere to DHRMA Bylaws and Code of Ethics
- Must have served in a volunteer leadership position for either Dallas HR or HR SOUTHWEST for at least two years, preferably during the previous year
- Must have at least six years experience in the human resources profession, HR education or HR legal arena
- Willing to commit to two (2) years of volunteer leadership
- HRCI certification is preferred

**Note: All contracts are negotiated by staff with input from the volunteer leadership. All contracts must be signed by Executive Director**



## HR SOUTHWEST ARRANGEMENTS DIRECTOR

### **Position Summary:**

The Arrangements Director is appointed by the Conference Director to serve a one-year term. This position serves as a member of HR SOUTHWEST Board of Directors. The Arrangements Director's responsibility is to coordinate the food and beverage, audiovisual, shuttle transportation, and plants for on-site at the Conference.

### **Reports to:** Conference Director

Works closely with the HR SOUTHWEST Staff

### **Expected Attendance:**

- Required to attend the HR SOUTHWEST Conference
- Attends HR SOUTHWEST Board Meetings – meets approximately twelve times a year
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Attend vendor meetings for Conference planning
- Organizes a committee of volunteers (6 recommended) and conducts monthly committee meetings – meets approximately eight times a year (at the discretion of the Director)

### **Specific Responsibilities:**

- **Food/Beverage** – Works with BDED to select food vendors, participates in taste-tests with food vendor(s). Negotiations and Banquet Event Orders are managed by the Staff. Onsite Coordination and monitoring of: Ensure timely setup and efficient operations of concessions and vendor kiosks
  - Continental breakfasts and breaks for attendees
  - Breakfasts for Conference directors and committee members
  - Tuesday lunch for directors/committee members on site
  - Wednesday and Thursday lunches in Exhibit Hall
  - Welcome Reception in Exhibit Hall Tuesday evening, in conjunction with Special Events Co-Directors to develop menu conducive to event theme.
  - Appetizers for Conference event Thursday evening
  - Lunch for all Conference volunteers Friday afternoon

**Shuttle Transportation** – Works with BDED to select vendors for all transportation options within convention center area and hotels. Works with contracted vendor to:

- Determine schedule
- Develops/designs/prints shuttle schedule for attendee bags and Conference brochure
- Delivers signage to shuttle bus company
- Monitors shuttle drivers during Conference; signs off/on

**Plants** – Works with BDED to solicit proposals and select vendors. Committee manages sets up on-site.

**Audio Recordings** - Coordinates sales/provides information for order form for audio recordings

**Walkie-Talkies** - Coordinates distribution of walkie talkies, monitors on-site

### **General Responsibilities:**

- Responsible for producing board report for distribution to Conference Director Elect on a timely basis
- Notifies On-Site Communications Director of all signage needs
- Communicates all on-site spec requirements for arrangements to Staff

- Responsible for producing/distributing committee-meeting minutes to committee, Conference Director and Staff
- Communicates hotel requirement for committee members to Staff
- Coordinates/schedules on-site committee activities/responsibilities
- Participated with committee members in attendee bag stuffing party and orientation tour
- Post Conference: reviews related invoices for accuracy
- Update and document procedures relative to specific area of responsibilities
- Appropriate management of budgetary funds within areas of authority
- Represents the Conference in the human resources community

**Requirements:**

- Must be a member of Dallas HR or another Texas Affiliated SHRM Chapter
- Must be a member of SHRM
- Adhere to DHRMA Bylaws and Code of Ethics
- Must have served as an HR SOUTHWEST director or committee member preferably in the previous year

**Note: All contracts are negotiated by staff with input from the volunteer leadership. All contracts must be signed by Executive Director**



## **HR SOUTHWEST BOOKSTORE DIRECTOR**

### **Position Summary:**

The Bookstore Director is appointed by the Conference Director to serve a one-year term. This position serves as a member of the HR SOUTHWEST Board of Directors. The Bookstore Director's responsibility is to coordinate the ordering, stocking, inventorying, and selling of books and all promotional items in the HR SOUTHWEST Bookstore.

### **Reports to:** Conference Director

Works closely with the HR SOUTHWEST Staff

### **Expected Attendance:**

- Required to attend the HR SOUTHWEST Conference
- Attend HR SOUTHWEST Board meetings – meets approximately twelve times a year
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Organizes a committee of volunteers (5 recommended) and conducts committee meeting – approximately six times per year

### **Specific Responsibilities:**

- Coordinates with Staff on layout/location of bookstore on-site
- Invite Educational Sessions Co-Directors to attend book selection meeting
- Committee selects books and promotional items; orders from publishers directly
- Researches and recommends vendors for book purchases. Sets up accounts (send credit applications to Staff for completion). Contract negotiations are managed by the staff.
- Committee develops list of speakers books, coordinate with Educational Sessions Co-Directors
- Writes article regarding Bookstore activities for insertion into Conference newspaper tabloid
- Researches, selects and orders promotional items to be sold on-site
- Coordinates with Staff regarding on-site cash registers and credit card terminals
- Finalizes book inventory and follows up on non-delivery of books
- Pre-programs cash registers for on-site reports
- Set up cash registers and credit card machines with Bookkeeper
- Trains committee on credit card machines and cash registers prior to Conference
- Director is responsible for all cash transactions with Bookkeeper to balance registers on-site
- Maintains inventory before and during Conference
- Unpacks, displays and packs all materials
- Coordinates the process of returning unsold books to publishers
- Coordinates with BDED for Bookstore Sponsor for shopping bags to use on-site
- Coordinates with On-Site Communications Co-Directors for data lines on-site
- Coordinates location of Keynote Speaker book signings
- Communicates book signing schedule to Staff (if applicable)

### **General Responsibilities:**

- Notifies On-site Communications Co-Directors of all signage requests
- Communicates all on-site spec requirements to Staff
- Produces/distributes committee-meeting minutes to committee, Conference Director and Staff
- Produces board report for distribution to Conference Director Elect on a timely basis
- Communicates hotel requirements for committee members to Staff
- Coordinates/schedules on-site committee activities/responsibilities
- Participates with committee members in attendee bag stuffing party and orientation tour
- Post Conference: reviews related invoices for accuracy and submits to CSMD for check requests for prompt payment to publishers

- Update and document procedures relative to specific area of responsibilities
- Appropriate management of budgetary funds within areas of authority
- Represents the Conference in the human resources community

**Requirements:**

- Must be a member of Dallas HR or another Texas Affiliated SHRM Chapter
- Must be a member of SHRM
- Adhere to DHRMA Bylaws and Code of Ethics
- Must have served as an HR SOUTHWEST director or committee member preferably in the previous year

**Note: All contracts are negotiated by staff with input from the volunteer leadership. All contracts must be signed by Executive Director**



## HR SOUTHWEST EDUCATIONAL SESSIONS

### **Position Summary:**

The Educational Sessions Director (Co-Directors) is appointed by the Conference Director to serve a one-year term. These positions serve as a member of HR SOUTHWEST Board of Directors. The Educational Sessions Directors' responsibility is to accept proposals, select Educational Session speakers, and monitor their audiovisual needs on-site.

### **Reports to:** Conference Director

Works closely with the HR SOUTHWEST Staff

### **Expected Attendance:**

- Required to attend the HR SOUTHWEST Conference
- Attend HR SOUTHWEST Board meetings – meets approximately twelve times a year
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Attends vendor meetings for Conference planning
- Organizes a committee of volunteers (13 recommended) and conducts monthly committee meetings – meets approximately ten times a year

### **Specific Responsibilities:**

- Develops “proposal for presentation” form, confirmation letters, special requests and approval forms (book sales, session audio taping, CD, etc.)
- Selects Education Session speakers
- Coordinates room assignments to correspond to session needs/assigns room numbers
- Provides all information regarding schedule/speakers/room numbers/session summaries for publication
- Provides Staff with session summary information for website by early – April
- Coordinates with CSMD for receipt of speaker presentations and/or handouts for inclusion on Conference CD
- Provides Bookstore Director with information regarding speakers books and recommendations
- Provides session grid with necessary information for quick access (for AV vendor, onsite director's notebook)
- Recruits and schedules introducers for sessions (registered attendees)
- Prepares correspondence to send to introducers and conducts follow up telephone contact
- Prepares speaker biography introductions and instructions for introducers
- Provides Arrangements Director with list of sessions to be audio taped
- Resources articles from speakers for publication in on-site newspapers tabloid
- Purchases and distributes Thank you card or letter
- Develops Educational Sessions evaluation form (coordinate with Conference Director Elect)
- Prepares evaluation packets with instructions for each session; distributes to introducer
- Coordinates with BDED regarding furniture needs for speaker's prep room
- Ensures completed evaluation forms are picked up by Conference evaluation sponsor during Conference and Conference Director Elect at end of Conference
- Post conference: Prepares packets of audiotapes, attendee list, thank you cards and session evaluation to send to speakers
- Audio/Visual – Works with BDED to select vendor, monitors and coordinates on-site.
  - Coordinates with committee for speakers AV needs
  - Ensure all A/V requests are within budgeted guidelines (special requests require approval)
  - Maintain AV grid and provide final version to vendor

### **General Responsibilities:**

- Notifies On-site Communications Director of all signage needs
- Communicates all on-site spec requirements to Staff

- Produce/distribute committee meeting minutes to committee, Conference Director and Staff
- Prepare board report for distribution to Conference Director Elect on a timely basis
- Communicates hotel requirements for committee members to Staff
- Coordinates/schedules on-site committee activities/responsibilities
- Participates with committee members in attendee bag stuffing party and orientation tour
- Post Conference: reviews related invoices for accuracy
- Update and document procedures relative to specific area of responsibilities
- Appropriate management of budgetary funds within areas of authority
- Represents the Conference in the human resources community

**Requirements:**

- Must be a member of Dallas HR or another Texas SHRM Affiliated Chapter
- Must be a member of SHRM
- Adhere to DHRMA Bylaws and Code of Ethics
- Must have served as an HR SOUTHWEST director or committee member preferably in the previous year

**Note: All contracts are negotiated by staff with input from the volunteer leadership. All contracts must be signed by Executive Director**



## HR SOUTHWEST ON-SITE COMMUNICATIONS DIRECTOR

### **Position Summary:**

The On-Site Communications Director (Co-Directors) is appointed by the Conference Director to serve a one-year term. This position serves as a member of HR SOUTHWEST Board of Directors. The On-Site Communications Director's responsibility is to prepare, coordinate and execute signage, phones, photographer and security for the Conference.

### **Reports to:** Conference Director

Works closely with the HR SOUTHWEST Staff

### **Expected Attendance:**

- Required to attend the HR SOUTHWEST Conference
- Attend HR SOUTHWEST board meetings – meets approximately twelve times a year
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Attend vendor meetings for Conference planning
- Organizes a committee of volunteers (5 recommended) and conducts monthly committee meetings – meets approximately eight times a year (at the discretion of the Directors)

### **Specific Responsibilities:**

**Signage** – Works with staff to select vendors. Contract negotiations are managed by the Staff.

- Collects information from all directors, develops and distributes sign matrix for proofing
- Orders signs, proofs all signage pre-Conference
- Ensures delivery of signs to convention center
- Places all signage on-site
- Orders easels from show decorator (coordinate with Staff)

**Phones** - Coordinates with the phone company for phone lines on-site

- Manages the assignment of message center number, provides to Staff
- Coordinates installation and activation on-site

**Photographer** – Works with staff to select photographer vendors

- Monitors on-site photography schedule

**Security** - Responsible for researching/securing/scheduling security for entrances, badge checkers

- Coordinates police security scheduling for Exhibit Hall and Bookstore and provide to staff
- Trains/coordinates all security on-site before start of Conference
- Monitors security check points throughout Conference
- Arranges for luggage storage attendant on-site, if applicable

**Business Service Center** – If no sponsor, works with staff to select vendors

- Coordinates set up on-site (copier, fax and shipping, if available).

### **General Responsibilities:**

- Communicates all on-site spec requirements to Staff
- Produces/distributes committee-meeting minutes to committee, Conference Director & Staff
- Produces board report for distribution to Conference Director Elect on a timely basis
- Communicates hotel requirements for committee members to Staff
- Coordinates/schedules on-site committee activities/responsibilities
- Participates with committee members in attendee bag stuffing party and orientation tour

- Post Conference: reviews related invoices for accuracy
- Update and document procedures relative to specific area of responsibilities
- Appropriate management of budgetary funds within areas of authority
- Represents the Conference in the human resources community

**Requirements:**

- Must be a member of Dallas HR or another Texas Affiliated SHRM Chapter
- Must be a member of SHRM
- Adhere to DHRMA Bylaws and Code of Ethics
- Must have served as an HR SOUTHWEST director or committee member preferably in the previous year

**Note: All contracts are negotiated by staff with input from the volunteer leadership. All contracts must be signed by Executive Director**



## HR SOUTHWEST REGISTRATION DIRECTOR

### **Position Summary:**

The Registration Director is appointed by the Conference Director to serve a one-year term. The Registration Director's responsibility is to support the Staff with the registration process and marketing of the Conference to prospective attendees.

### **Reports to:** Conference Director

Works closely with the HR SOUTHWEST Staff

### **Expected Attendance:**

- Required to attend the HR SOUTHWEST Conference
- Attend HR SOUTHWEST Board meetings – meet approximately twelve times a year
- Attend Dallas HR/HR SOUTHWEST leadership orientation
- Attend Dallas HR monthly meetings as requested by Conference Director or Staff
- Attend vendor meetings for Conference planning
- Conducts Registration Committee meetings – four or five a year

### **Specific Responsibilities:**

#### **Committee Leader**

- Organizes a committee of volunteers (8-10 recommended)
- Coordinates and facilitates committee meetings and send agenda
- Keeps updated committee roster

#### **Pre Conference**

- Recruits, coordinates, schedules committee members and volunteers for on-site registration
- Reviews, edits (as needed) and distributes "Registration Instruction Manual" for registration committee/volunteers in coordination with CSMD and Bookkeeper
- Coordinate pre-conference training meeting with vendor and staff
- Create the Volunteer Pocket Guide. Coordinate with Staff for proofing and printing.

#### **On-Site Registration**

- Sets up Registration Area on-site
- Assists staff with Registration for Pre Conference Workshops
- Acts as back up to Staff in on-site registration process
- In conjunction with staff, trains committee and volunteers in the registration process
- Acts as information center for attendees/exhibitors, coordinates lost and found process
- Coordinate with Executive Director and Bookkeeper regarding cash procedures, credit card machine.
- Collects Exhibitor Interest Form for following year's Conference

### **Other Responsibilities:**

- Update and document procedures relative to specific area of responsibilities
- Appropriate management of budgetary funds within areas of authority
- Represents the Conference in the human resources community

### **General Responsibilities:**

- Produces board report for distribution to Conference Director Elect on a timely basis
- Notifies Staff of all signage needs
- Communicates all on-site spec requirements to Staff
- Produces committee meeting minutes and distributes to committee, Conference Director and Staff

- Communicates hotel requirements for committee members to Staff
- Coordinates/schedules on-site committee activities/responsibilities
- Participates with committee members in bag stuffing party and orientation tour

**Requirements:**

- Must be a member of Dallas HR or another Texas Affiliated SHRM Chapter
- Must be a member of SHRM
- Adhere to DHRMA Bylaws and Code of Ethics
- Must have served as an HR SOUTHWEST director or committee member preferably in the previous year

**Note: All contracts are negotiated by staff with input from the volunteer leadership. All contracts must be signed by Executive Director**



## **HR SOUTHWEST SPECIAL ADVISOR**

### **Position Summary:**

The Special Advisor(s) may be appointed by the Conference Director to serve a one-year term. The Special Advisors' responsibility is to support the Conference Director and Board of Directors of HR SOUTHWEST in the overall coordination of the Conference.

**Reports to:** Conference Director

### **Expected Attendance:**

- Required to attend the HR SOUTHWEST Conference
- Attends HR SOUTHWEST Board meetings as requested by Conference Director
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Attends Committee Meetings as requested by Conference Director or Staff

### **Specific Responsibilities:**

- Provides advice and consultation to Conference Director, Staff and Board of Directors as needed
- Attends ancillary meetings upon request of Conference Director
- Helps Staff and volunteers on-site during the Conference as needed

### **General Responsibilities:**

- Participates in 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 Conference in the human resources community

### **Requirements:**

- Must be a member of Dallas HR or another Texas Affiliated SHRM Chapter
- Must be a member of SHRM
- Adhere to DHRMA Bylaws and Code of Ethics

**Note: All contracts are negotiated by staff with input from the volunteer leadership. All contracts must be signed by Executive Director**



## **HR SOUTHWEST SPECIAL EVENTS DIRECTOR**

### **Position Summary:**

The Special Events Director (Co-Directors) is appointed by the Conference Director to serve a one-year term. This position serves as a member of HR SOUTHWEST Board of Directors. The Special Events Director's responsibility is to prepare, coordinate and execute prizes, entertainment, tickets and silent auction at the Conference.

### **Reports to:** Conference Director

Works closely with the HR SOUTHWEST Staff

### **Expected Attendance:**

- Required to attend the HR SOUTHWEST Conference
- Attend HR SOUTHWEST Board meetings – meets approximately twelve times a year
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Attend vendor meetings for Conference planning
- Organizes a committee of volunteers (6 recommended) and conducts monthly committee meetings – meets approximately eight times a year

### **Specific Responsibilities:**

**Prizes** – Works with staff to select and coordinate Conference Super Prizes and Grand Prize

- Obtain travel brochures
- Research pricing and availability
- Achieves goal that four super prizes given are donated
- Develops article for website and newsletters
- Coordinate on-site placement/movement of prize drums for drawings
- Coordinates drawing for prize winner on-site. Coordinate with Bookkeeper to ensure the necessary documentation is completed prior to release of prize certificate.

**Entertainment** – Researches vendors (to include prior year's vendors) and recommends entertainment options and secure proposals for committee consideration.

- Coordinates entertainment on-site
- Develops opening/closing session activities, Conference parties (welcome reception and Thursday event)
- Determines the decoration for each entertainment event
- Coordinates with Arrangements Director and staff for food and bar set up during events

**Silent Auction** - Coordinates Silent Auction; implements on-site

- Works closely with Staff to solicit and showcase auction items
- Develops article for Horizon, newsletters advertising Silent Auction
- Coordinates receipt of all auction items from donors
- Prepares list of winning bidder and winning amount.
- Distributes auction items and coordinates with staff to collect money
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### **General Responsibilities:**

- Notifies On-Site Communications Director of all signage needs
- Communicates all on-site spec requirements to Staff
- Produces/distributes committee-meeting minutes to committee, Conference Director and Staff
- Produces board report for distribution to Conference Director Elect on a timely basis
- Communicates hotel requirements for committee members to Staff
- Coordinates/schedules on-site committee activities/responsibilities
- Participates with committee members in attendee bag stuffing party and orientation tour

- Post Conference: reviews related invoices for accuracy
- Update and document procedures relative to specific area of responsibilities
- Appropriate management of budgetary funds within areas of authority
- Represents the Conference in the human resources community

**Requirements:**

- Must be a member of Dallas HR or another Texas Affiliated SHRM Chapter
- Must be a member of SHRM
- Adhere to DHRMA Bylaws and Code of Ethics
- Must have served as an HR SOUTHWEST director of committee member preferably in the previous year

**Note: All contracts are negotiated by staff with input from the volunteer leadership. All contracts must be signed by Executive Director**



## **STUDENT SERVICES DIRECTOR Dallas HR and HR SOUTHWEST**

### **Position Summary:**

The Student Services Director is appointed by the Conference Director & President of Dallas HR to serve a one-year term. The Student Services Director's responsibility is to market the Conference to prospective student attendees, solicit student sponsorships, coordinate, publicize and choose the winners of the HR SOUTHWEST Jim Wilkins Excellence in Education Scholarships conduct the student orientation and oversee the winners of the scholarships on-site at the Conference. Dallas HR responsibilities include overseeing and promoting all student activities for the association. The student program includes internship opportunities, an annual scholarship, job shadowing, and support to the on-campus SHRM chapters.

**Reports to:** President of Dallas HR and HR SOUTHWEST Conference Director  
Works closely with the HR SOUTHWEST and Dallas HR Staff

### **Expected Attendance:**

- Required to attend the HR SOUTHWEST Conference
- Attends HR SOUTHWEST Board Meetings
- Attends Dallas HR board meetings
- Attends Dallas HR/HR SOUTHWEST leadership orientation
- Attends various Dallas HR monthly meetings to promote Student Sponsorships
- Attends HR Games

### **Specific Responsibilities:**

#### **HR SOUTHWEST**

- Submits article to SHRM Student Coordinator for publication in Echoes
- Contacts SHRM student chapters requesting student attendance
- Develops and implements marketing program to secure student sponsorships from corporations/DHR members/SHRM chapters
- Develops communications promoting student attendance/sponsorships to be sent to advisors, SHRM Student Chapters
- Work with SHRM and TSC on student networking events and opportunities
- Distributes student registration forms to advisors and SHRM student chapter presidents
- Writes article for Horizon publication regarding student sponsorships and student activities offered
- Assigns/matches registered students with sponsors
- Contacts university advisors and students in appropriate area SHRM State Chapters for scholarship recommendations
- Selects four scholarship winners
- Coordinates attendance of winners during opening ceremonies of Conference
- Develops welcome/confirmation letter to students; sends information prior to registration
- Keeps accurate records of student registrants/has registration forms on-site for reference
- Conducts on-site orientation session for students
- Attends student leadership conference planning meeting held on-site
- Promotes student attendance of Conference at HR Games Leadership Conference
- Coordinates with Conference Director Elect regarding promotion of Educator of Year nominations (at HR Games)
- Post Conference: Develops and sends thank-you letters to student sponsors and advisors

### **General HRSW Responsibilities:**

- Notifies HRSW Staff of all signage needs and photos of scholarship recipients, including names of winners, schools, etc.
- Communicates all on-site spec requirements to HRSW Staff
- Responsible for producing monthly board report for distribution to Conference Director Elect
- Communicates hotel arrangements needed for scholarship winners to HRSW Staff
- Participates in HRSW attendee bag stuffing party and orientation tour
- HRSW Post Conference: reviews related invoices for accuracy
- 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

#### **DALLAS HR**

- Functions as liaison to SHRM student chapters, provides guidance, counsel, job shadowing, etc.
- Promotes SHRM Ground Hog Job Shadow Day
- Invites students to association meetings and programs
- Participates in Student Career Day activities when requested by SHRM student chapters
- Oversees the internship program by sending requests for local HR professionals/members requesting internship postings; forwards to members of local student chapters or faculty members
- Coordinates and selects winners of the Drew Young Scholarship; with final approval of President of Dallas HR

#### **General DHR Responsibilities:**

- Responsible for producing monthly board report for distribution to President-Elect on a timely basis
- 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

#### **Requirements:**

- Adhere to DHRMA Bylaws and Code of Ethics
- Must be a member Dallas HR and SHRM
- Must have served as an HR SOUTHWEST director or committee member preferably the previous year
- Must be actively engaged in the profession

**Note: All contracts are negotiated by staff and signed by Executive Director.**