

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 Operations Board Leadership.

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 the Operations Board - works closely with staff

of Committee Members: six (6) including one (1) YP representative

Requirements

- Time commitment: three hours per month
- Must attend 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 Operations Board 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 the Operations Board Planning Workshop
- Attendance at all monthly membership meetings and events
- Active participation on HRConnect

Responsibilities

- Organizes a committee of volunteers (six (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 the Chapter's 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 Operations Board Leadership 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 Operations Board Leadership.

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 staff

of Committee Members: Six (6) including one YP representative

Requirements

- Time commitment: three (3) hours per month
- Must attend 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 Operations Board 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 the Operations Board Leadership Planning Workshop in December
- Attendance at all monthly membership meetings and events
- Active participation on HRConnect

Responsibilities

- Works with Director to organize a committee of volunteers (six (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 the Operations Board to serve a one-year term. This position serves as a member of the Operations Board. 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 the Operations Board - works closely with staff

Requirements:

- Time Commitment – Five (5) hours per month
- Activities – Attendance at the Operations Board Planning Workshop, the Operations Board Leadership 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 (i.e, PHR, SPHR, SHRM-CP, SHRM-SCP, CCP, CEBS)

Responsibilities:

- Interviews and selects volunteers to serve on the committee (12 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 President's final approval
- Prepares monthly reports for the Operations Board 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 the Operations Board to serve a one-year term. This position serves as a member of the Operations Board. 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 staff

Requirements

- Time Commitment – Five (5) hours per month
- Activities – Attendance at the Operations Leadership Board Planning Workshop, the Operations Board Leadership 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, SHRM-CP, SHRM-SCP, CCP, CEBS)

Responsibilities:

- Interviews and selects volunteers to serve on the committee (12 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 President's final approval
- Prepares monthly reports for the Operations Board 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 the Operations Board to serve a one-year term. This position serves as an important member of the Operations Board .

The Education Committee is responsible for planning monthly educational programs, workshops, seminars and webinars for all educational areas. 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 Round Table groups.

Reports to:

The President of the Operations Board and works closely with staff

Volunteers Needed:

10 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 the Operations Board Planning Workshop
- Attend monthly committee meetings in person
- Attend monthly luncheons to promote committee
- Attend monthly Operations Board meetings in person
- Adhere to DHRMA Bylaws and Code of Ethics
- Professional certification is a plus (PHR, SPHR, SHRM-CP, SHRM-SCP, CCP, CEBS)

Responsibilities:

- Participate in committee volunteer application review and in-person interview process to organize a committee of volunteers who are committed to playing a role as advocates for programming efforts.
- Oversight of educational programming including education events, webinars and Round Tables.
- Schedule and conduct monthly committee meetings and ensure committee members adhere to meeting attendance requirements throughout the year.
- Meet committee goals outlined by Operations Board 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
- 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 Operations Board
- Ensure 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 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.

EDUCATION DIRECTOR-ELECT

Position Summary:

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

The Education Committee is responsible for planning monthly educational programs, workshops, seminars and webinars for all educational areas. 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 Round Table groups.

Reports to: The Education Director and works closely with staff

Volunteers Needed:

10 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 the Operations Board Leadership Planning Workshop
- Attend monthly committee meetings in person
- Attend monthly luncheons to promote committee
- Attend monthly Operations Board meetings in person
- Adhere to DHRMA Bylaws and Code of Ethics
- Professional certification is a plus (PHR, SPHR, 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.
- Assist the Director with oversight of educational programming including education events, webinars and Round Tables.
- Meet committee goals outlined by Operations Board
- Attend monthly committee meetings, take minutes, and post minutes to the committee and Operations Board community on HRConnect
- 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 Operations Board
- Ensure 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 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.

MEMBER ENGAGEMENT DIRECTOR

Position Summary:

The Member Engagement Director is appointed by the President of the Operations Board to serve a one-year term. This position serves as a member of the Operations Board. 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.

Reports To: The President of the Operations Board - works closely with staff

Requirements:

- Time Commitment – Eight (8) hours per month
- Activities – Attendance at the Operations Board Planning Workshop, the Operations Board Leadership 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, 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 when they were the winner and how they will be recognized at the 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 membership 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 Operations Board 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.

MEMBER ENGAGEMENT DIRECTOR-ELECT

Position Summary:

The Member Engagement Director-Elect is appointed by the President-Elect of the Operations Leadership Board 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 Operations Board. 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.

Reports To: Member Engagement Director - works closely with staff

Requirements:

- Time Commitment – Eight (8) hours per month
- Activities – Attendance at the Operations Board Planning Workshop, the Operations Board Leadership 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, 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 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 Operations Board 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.

STUDENT ENGAGEMENT DIRECTOR

Position Summary:

The Student Engagement Director is appointed by the President and Vice President of the Operations Board to serve a one-year term. This position serves as a member of the Operations Board Leadership. 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 and Vice President of the Operations Leadership Board - works closely with DHRMA staff

Requirements:

- Time Commitment – 10 hours per month plus four (4) full days on-site at HRSWC
- Required to attend The HRSouthwest Conference
- Activities – Attendance at the Operations Board Planning Workshop, the Operations Board Leadership meetings and monthly 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, SHRM-CP, SHRM-SCP, CCP, CEBS)

Responsibilities:

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

Manage Mentorship Program

- Promote Mentorship Program to student chapters and to the 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 and Vice President of the Operations Board
- 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/ 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, conference 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 Operations Board Leadership 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 the conference Ed Sessions Director and Director-Elect to identify and plan special programming designed for students
- Participate in the conference 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 and Vice President of the Operations Board to serve a one-year term as Director-Elect and then serve a second term as Director. This position serves as a member of the Operations Board Leadership. 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.

Reports to: Student Engagement Director - works closely with staff

Requirements:

- Time Commitment – 10 hours per month
- Activities – Attendance at the Operations Board Planning Workshop, the Operations Board Leadership 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, SHRM-CP, SHRM-SCP, CCP, CEBS)

Responsibilities:

- Works with the Student Engagement Director to interview and select the volunteers to serve on the committee (seven (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 and Vice President of the Operations Board
- 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/ DallasHR 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 Operations Board Leadership 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 conference Ed Sessions Director and Director-Elect to identify and plan special programming designed for students
- Participate in the conference 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.

COMMUNITY RELATIONS DIRECTOR

Position Summary:

The Community Relations Director is appointed by the President of the Operations Board to serve a one-year term. This position serves as an important member of the Operations Board Leadership.

Community Relations finds and plans chapter outreach efforts to support the local community through volunteer engagement and workforce entrance type programming. Community outreach efforts focus on gatherings designed to engage a large number of members in one activity. Additional programming which utilizes the skills and knowledge of active volunteers to support the local community who are preparing to enter the workforce is also a focus. The Community Relations 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 enter the workforce and support local organizations on behalf of DallasHR. In addition, the director will represent the committee throughout the year encouraging chapter involvement at all committee planned events and activities.

Reports to:

The President of the Operations Leadership Board and works closely with staff

Volunteers Needed:

Eight (8) 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 the Operations Board planning workshop
- Attend monthly committee meetings in person
- Attend the Education Events and garner volunteers
- Attend the Operations Board Meetings in person
- Adhere to DHRMA Bylaws and Code of Ethics
- Professional certification is a plus (PHR, SPHR, 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 or community outreach events.
- Schedule and conduct monthly committee meetings and ensure committee members adhere to meeting attendance requirements throughout the year. Ensure all meeting minutes are recorded and distributed as directed by the Chapter President.
- Meet committee goals outlined by the Operations Board Leadership and produce quarterly progress reports on efforts.
- Prepare monthly reports and distribute meeting minutes for the Operations Board Leadership 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 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.
- Complete other assignments as requested by the President or other 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.

COMMUNITY RELATIONS DIRECTOR-ELECT

Position Summary:

The Community Relations Director Elect is appointed by the President Elect of the Operations Board to serve a one-year term. This position serves as an important member of the Operations Board Leadership.

Community Relations finds and plans chapter outreach efforts to support the local community through volunteer engagement and workforce entrance type programming. Community outreach efforts focus on gatherings designed to engage a large number of members in one activity. Additional programming which utilizes the skills and knowledge of active volunteers to support the local community who are preparing to enter the workforce is also a focus. The Community Relations 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 Community Relations and works closely with 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, SHRM-CP, SHRM-SCP, CCP, CEBS)
- Attend monthly committee meetings in person
- Attend Education Events to promote committee and garner volunteers
- Attend the Operations Board Meetings in person
- Attend Operations 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 committed to playing a role as advocates for workforce readiness efforts.
- Meet committee goals outlined by the Operations Board 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 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 subject matter expert - sharing workforce readiness and community outreach 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 or other chapter leadership.
- If a budget is allocated, appropriate management of the budgetary funds is requested.

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.