

CAREER SUPPORT COMMITTEE MEMBER

Position Summary:

The Career Support Committee Member is appointed by the Director and Director-Elect to serve a one-year term.

This committee promotes, coordinates 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 and Director-Elect of Career Support

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
- Adhere to DHRMA Bylaws and Code of Ethics
- Attendance at monthly membership meetings and events
- Active participation on HRConnect

Responsibilities:

- Participate in Job-Link group and activities
- Promotes the association's Career Center
- Receives and shares job leads with group 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
- 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 COMMITTEE MEMBER
an MSA of DallasHR

Position Summary:

The Collin County HR Committee Member is appointed by the Director and Director-Elect of Collin CountyHR to serve a one-year term. Committee Members 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 and Director-Elect; Works closely with Staff

Requirements:

- Time Commitment – 5 hours per month (meeting attendance = 90%)
- Activities – 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; Professional certification is preferred (such as...PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP, CCP, CEBS)

Responsibilities:

- Works with Director and Director-Elect to support the HR community on Collin County

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 members
- Identifies value proposition for recruitment and retention

Member Events

- Helps plan member and prospective member events in conjunction with committee and staff
- Helps identify educational and networking events to benefit Collin CountyHR and attract 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
- 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

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

COMMUNITY RELATIONS COMMITTEE MEMBER

Position Summary:

The Community Relations Committee is appointed to serve a one-year term. This position supports all community relations (community outreach) activities.

Reports to: the Community Relations Director and Director-Elect; works closely with staff

Responsibilities:

- Attend regularly scheduled committee meetings
- Work with the Director and Director-Elect to identify HR related organization who the association can support so leadership can bring those names to the Operations Board Leadership for selection of organization of focus for the year.
- Active participation in HRConnect to engage members by sharing best practices and knowledge
- Provide information to staff to be distributed to the membership on volunteer and donation opportunities
- Provide information and articles for the quarterly newsletter
- Represents the Association in the human resources community

Qualifications:

- Must be a current member of DallasHR
- Prefer at least one year of experience on a DHRMA committee
- Professional certification is preferred (such as, PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP, CCP, CEBS)

Expectations:

- Adhere to DHRMA Bylaws and Code of Ethics
- Attendance monthly membership meetings and events
- Active participation on HRConnect

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

EMPLOYMENT LAW SUB-COMMITTEE MEMBER

Position Summary:

The Employment Law Sub-Committee Member is appointed by the Employment Law Chair to serve a one-year term.

The Education Committee is responsible for planning monthly educational programs, workshops, seminars and webinars for all educational areas. The Employment Law Sub-Committee 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 sub-committee will support the Education Committee in the development of programming for the general membership.

Reports to: The Employment Law Chair and Chair-Elect and works closely with Staff

Requirements:

- Must be a current member of DallasHR and have held membership at least one year
- Attend at least 95% of monthly Employment Law committee meetings
- Attend at least 95% of the 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:

- Actively participate on HRConnect. Participation includes but isn't limited to: Post 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 Employment Law Chair and Chair-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 monthly luncheons in partnership with the Education Director, Education Director-Elect, and other Education Chairs relating to legal topics
- Assist with the 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 members
- Help with contacting potential speakers, reference checks, topic ideas for sub-committee consideration
- Report evaluation results for Employment Law programming to the Education Director
- 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 COMMITTEE MEMBER

Position Summary:

The Member Engagement Committee Member 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 Committee Director and Director-Elect - works closely with Staff

Requirements:

- Time Commitment – 36 hours/year – 3 hours/month (meeting attendance = 90%)
- Activities – Attendance at regularly scheduled committee 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 held membership at least one year; Professional certification is preferred (such as...PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP, CCP, CEBS)

Responsibilities:

- Actively participates on a committee of volunteers
- Represents the Association in the human resources community

Under the leadership of the Directors & Director-Elect:

- 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 members
- Identifies value proposition for recruitment and retention
- On-going member needs assessment (weekly phone calls, emails or face-to-face interaction with members)
- Help solicit, train and facilitate communication between volunteers to serve as goodwill representatives and table hosts to welcome new members at scheduled monthly meetings
- Be present at the monthly meeting to welcome registered guests at the name badge table, serve as ushers and fill in wherever needed
- Obtain list of new members each month from the Member & Attendee Relations Manager and ensure each new member is contacted and invited to the “Jumpstart” program and report RSVP’s back
- Participate in the “Jumpstart” program
- Mail gift cards in DHR logo note cards with personalized message to all referrers
- 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
- Plans prospective member events
- Identifies social and networking events and/or partnerships that will benefit members and attract potential new members
- Attends networking events and pro-actively engages attendees
- Completes other assignments as requested by the Member Engagement Director or other corporate leadership

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

Rev 07/2019

ROUND TABLES LEADER/SUB-COMMITTEE MEMBER

Position Summary:

The Round Tables Leader/Sub-Committee Member is appointed by the Round Tables Chair of the Operations Board Leadership to serve a one-year term.

The Education Committee is responsible for planning monthly educational programs, workshops, seminars and webinars for all educational areas. The Round Tables Leader/Sub-Committee Member will take the lead in managing a specific Round Table and the education offered throughout the year.

Reports to: The Round Table Chair and Chair-Elect and works closely with staff

Requirements:

- Must be a current member of DallasHR and have held membership at least one year
- Attend at least 95% of monthly Round Table sub-committee meetings
- Attend at least 95% of the 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:

- Actively participate on HRConnect in the Round Table forum for the group. Participation includes but isn't limited to sharing upcoming educational activities and best practices.
- Collaborate with the Round Table Chair and Chair-Elect to maintain the annual Educational Offerings map to fill gaps based on member needs
- Oversee the selection of topics and speakers for the assigned Round Table in partnership with the Round Table Chair and Chair-Elect
- Collaborate with other Leaders/Sub-Committee Members to ensure consistent delivery of Round Table activities and events
- Ensures contact of potential speakers, reference checks, topic ideas for sub-committee consideration
- Ensure members pre-register for events, and complete sign in upon arrival at the Round Table Meetings
- Work with staff to secure meeting dates
- Secure sponsors for lunches offered at Round Table Meetings
- 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.

STUDENT ENGAGEMENT COMMITTEE MEMBER

Position Summary:

The Student Engagement Committee Member will assure the activities and initiatives of 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 Committee Director and Director-Elect – works closely with staff

Requirements:

- Time Commitment – 36 hours/year – 3 hours/month (meeting attendance = 90%)
- Activities - Attendance at regularly scheduled committee meetings and all monthly membership meetings and events; Attend HRSWC; Active participation on HRConnect; Adhere to DHRMA Bylaws and Code of Ethics
- Qualifications – Must be a current member of DallasHR and have held membership at least one year; Professional certification is preferred (such as...PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP, CCP, CEBS)

Responsibilities:

- Actively participates on a committee of volunteers and regularly attends scheduled committee meeting
- Represents the Association in the human resources community

Under the leadership of the Director & Director-Elect:

- Promote Mentorship Program to student chapters and to the membership to secure participation
- Help to match mentor and mentee applicants for semester program
- Provide support throughout the semester to ensure engagement and results
- Secure feedback at program term completion
- Engages SHRM student chapters and members to be a resource and share knowledge and experience
- Invites students to Association meetings and programs
- Participates in the selection of the Drew Young Scholarship and The HRSWC Excellence in Education Scholarship winners
- 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 monthly 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
- Coordinate 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

- 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 Ed Sessions Director and Director-Elect to identify and plan special programming designed for students
- Represents the organization in the human resources community

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

TALENT MANAGEMENT SUB-COMMITTEE MEMBER

Position Summary:

The Talent Management Sub-Committee Member is appointed by the Talent Management Chair to serve a one-year term.

The Education Committee is responsible for planning monthly educational programs, workshops, seminars and webinars for all educational areas. The Talent Management Sub-Committee 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 sub-committee will support the Education Committee in the development of programming for the general membership.

Reports to:

The Talent Management Chair and Chair-Elect and works closely with staff

Requirements:

- Must be a current member of DallasHR and have held membership at least one year
- Attend at least 95% of monthly Talent Management sub-committee meetings in person
- Attend at least 95% of the 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:

- Help meet sub-committee goals outlined by Education Director
- Actively participate on HRConnect. Participation includes but isn't limited to: Post 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 Talent Management Chair and Chair-Elect to maintain the annual Educational Offerings map to fill gaps based on member needs
- Assist with the 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
- Assist with the contact of potential speakers, reference checks, topic ideas for sub-committee consideration
- Serve as an Ambassador onsite at Talent Management Luncheons
- 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.