

## **COMMUNITY RELATIONS DIRECTOR**

### Position Summary:

Manage the chapter's community outreach efforts.

### Responsible To:

Members of the Mt Baker chapter and the chapter president.

### Responsibilities:

- Recommend community service projects to be supported by the chapter.
- Make chapter members aware of community organizations that would be beneficial to HR professionals or businesses. Invite representatives of local community organizations to chapter meetings. Allow them a few minutes to discuss their programs if appropriate.
- Provide information to chapter members about local community organizations through flyers or brochures at meetings or via newsletter articles if appropriate.
- Maintain liaison with the local Chamber of Commerce, business organizations, business news writers, and other community groups.
- Serve as liaison between members of the community relations committee.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors meetings.

### Resources Available:

- SHRM supplies the following resources for chapter community relations directors:
  - Chapter Best Practices
  - Chapter Position Descriptions
  - Fundamentals of Chapter Operations
  - Working with the Media Guide

And MUCH MORE... available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)