

OFFICERS – BOARD POSITION DESCRIPTIONS

President

Reports to: Board and Membership
Time Commitment: 15-20 hours per week
Term: 3 Years (1 year for each of the following roles: President-Elect, President, Immediate Past President)
Required Membership Level: Professional
Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Guide, direct, and provide support to all Directors and committee volunteers.
- Lead the development and implementation of short-term and long-term strategy planning for the chapter.
- Maintain a current, active SHRM membership.
- Lead formulating the annual budget and objectives for the year and for seeing that objectives are accomplished on time and within budget.
- Conduct chapter business in accordance with the chapter bylaws and serve as chairperson of the chapter's Board of Directors.
- Preside over the activities of all officers and directors, as well as standing committees, to ensure the accomplishment of chapter goals, objectives, and strategies.
- Monitor the use, accounting, and handling of the chapter funds.
- Chair all meetings of chapter officers and members.
- Represent the chapter in the Human Resources community.
- Attend State Council meetings and actively participate in State Council matters. Provide information to State Council as an elected representative of the chapter. Appoint proxy to attend State Council meetings when unable to attend.
- Maintain communication with the State Council Director and the SHRM Regional Team.
- Communicate state, regional and/or SHRM's goals, policies, and programs to chapter members. Represent the State Council to local chapter leaders and the membership.

President Elect

Reports to: President
Time Commitment: 6-8 hours per week
Term: 3 Years (1 year for each of the following roles: President-Elect, President, Immediate Past President)
Required Membership Level: Professional
Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Guide, direct, and provide support to all Directors and committee volunteers.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Assist in formulating and presenting committee budgets and objectives for the year and for seeing that objectives are accomplished on time and within budget.
- Maintain a current, active SHRM membership.
- Perform the duties of President in his/her absence.
- Assist the organization with special projects and events.
- Maintain close communication with officers, directors and committee chairs.
- Represent the chapter in the Human Resources community.

Immediate Past President

Reports to: President
Time Commitment: 4-6 hours per week
Term: 3 Years (1 year for each of the following roles: President-Elect, President, Immediate Past President)
Required Membership Level: Professional
Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Act as advisor to chapter Board of Directors regarding past practices and operations in accordance with chapter's bylaws. Upon request, assist officers in performing their responsibilities.
- Serve as Chair of the Bylaws and Nominating Committees.
- As Chair of Bylaws Committee, review bylaws and recommend any needed changes to Board of Directors for a vote and chapter approval.
- As Chair of Nominating Committee, develop a slate of qualified candidates for open Board of Directors positions in accordance with the bylaws. Communicate the open positions to the membership for a vote.
- Accumulate information all year about the chapter and compile it for the SHRM Affiliate Program for Excellence (SHAPE) submitted to SHRM by January 31 each year. Submission of SHAPE is required by SHRM and covers the year just passed. Submissions should be sent no later than January 31 to your SHRM Regional Team at SHRM.
- Prepare submissions for chapter Pinnacle Award nominations, if applicable.
- Maintain a current, active SHRM membership.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the Human Resources community.

VP Chapter Administration

Reports to: President
Time Commitment: 10-12 hours per month
Term: 2 years

Required Membership Level: Professional

Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Guide, direct, and provide support all committee volunteers. Assist in recruiting chairs and/or members of these committees.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Assist in formulating and presenting committee budgets and objectives for the year and for seeing that objectives are accomplished on time and within budget.
- Maintain a current, active SHRM membership.
- Upon the advice of the president, the VP Chapter Administration should issue notice of officer and Board of Directors' meetings including set up on the LSHRM website.
- Set up the location and catering for all Board of Director's meetings.
- Maintain a record of attendance and prepare the minutes of all officers' and directors' meetings.
- Submit to SHRM Regional Team the annual Chapter Leader Information Form (CLIF) by December 1 of each year.
- Maintain current position descriptions.
- File and maintain permanent records:
 - Those original chapter bylaws and dated copies of each amendment to those bylaws.
 - A list of current officers, committee members, and general membership.
 - Copies of all chapter publications.
 - Approved minutes of all Board of Directors and copies of agendas from membership meetings.
- Check the LSRHM Website for forms submissions and field answers and questions.
- Approve and post all job descriptions on the LSRHM website.

VP Finance

Reports to: President
Time Commitment: 4-6 hours per week
Term: 2 years

Required Membership Level: Professional

Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Guide, direct, and provide support all committee volunteers. Assist in recruiting chairs and/or members of these committees.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Assist in formulating and presenting committee budgets and objectives for the year and for seeing that objectives are accomplished on time and within budget.
- Maintain a current, active SHRM membership.
- Receive and disperse all LSHRM funds in a timely manner.
- Keep financial records and documentation.
- Check the LSHRM post office box as needed and distribute mail to the appropriate officer, director, or chair.
- Report organization's financial status to the Board.
- Work with CPA to ensure filing of taxes.
- File annual report with the State
- Annually work with various board committee members in building budget.
- Maintain frequent financial reporting to the membership.

Finance Chair

Reports to: VP Finance
Time Commitment: 2-4 hours per week
Term: 1 year – possible succession to VP Finance Role
Required Membership Level: Professional

Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Work closely with VP Finance to learn system and expectations.
- Access chapter website to maintain and report on financial transactions.
- Deposit chapter receipts in a timely fashion and update the QuickBooks account accordingly.
- Pick up mail as needed from PO Box.
- Assist VP Finance with duties as needed.

Compensation Chair

Reports to: VP Finance
Time Commitment: 2-4 hours per week
Term: 1 year – possible succession to VP Finance Role
Required Membership Level: Professional
Responsibilities:

- Attend monthly membership and Board of Directors meetings.

DIRECTORS & CHAIRS – BOARD POSITION DESCRIPTIONS

Director, Programs

Reports to: President
Time Commitment: 4-6 hours per week
Term: 2 years
Required Membership Level: Professional, General or Associate
Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Guide, direct, and provide support all committee volunteers. Assist in recruiting chairs and/or members of these committees.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Assist in formulating and presenting committee budgets and objectives for the year and for seeing that objectives are accomplished on time and within budget.
- Maintain a current, active SHRM membership.
- Ensure that LSHRM has appropriate programs, and works with Programming Committee to select topics and speakers.
- Provide strategic direction for programming topics and works closely with the President and President-Elect to ensure that goals and objectives of chapter match programming schedule.
- Negotiate contract with program presenters, work with event presenters on program content, day of event set up and coordinate handouts for meetings and workshops.
- Create an event template to be provided to Marketing for posting on the website for all chapter meetings. The template will provide all details of the chapter meeting including the sponsors and their logos.

Programming Chair

Reports to: Director of Programming
Time Commitment: 4-6 hours per week.
Term: 1 year
Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Work with Programming Committee to select topics and speakers.
- Create and print chapter meeting agendas and distribute at the chapter meetings.
- Work with Director of Programming to write and submit requests for HRCI and SHRM credits. Send credit information to Hospitality team to distribute to membership.

Sponsorship Chair

Reports to: Director of Programming
Time Commitment: 2-4 hours per month; during start up 10-15 hours
Term: 1 year
Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Arrange for Exhibitors at each membership meeting following sponsorship guidelines established by the Board.
- Complete all logistical arrangements, provide exhibitors with the meeting roster, and introduce exhibitors at the meeting.
- Send invoices to each exhibitor and ensure that the fee is paid and communicates with the VP Finance regarding fee payment on a regular basis.

Employee & Labor Relations Chair

Reports to: Director of Programming
Time Commitment: 2-3 hours per month.
Term: 1 year
Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Bring issues of interest/concern to the attention of LSHRM Board of directors and to the membership.
- Make announcements at meetings, hosts pre-meeting workshops on pertinent topics, places information in the newsletter, etc.

Legislative Affairs Chair

Reports to: Director of Programming
Time Commitment: 4-6 hours per month
Term: 1 year

Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Bring issues of interest/concern at the local, state, or national legislative arenas to the attention of LSHRM members.
- Maintain awareness of these issues, communicates with members about these issues, makes announcements at meetings, places information in the newsletter, and encourages/facilitates communication with legislators.
- The Legislative Affairs Chair is strongly encouraged to attend the annual SHRM Legislative Affairs Conference.

Director, Member Development and Certification

Reports to: President
Time Commitment: 4-6 hours per month
Term: 2 years
Required Membership Level: Professional, General or Associate

Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Guide, direct, and provide support all committee volunteers. Assist in recruiting chairs and/or members of these committees.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Assist in formulating and presenting committee budgets and objectives for the year and for seeing that objectives are accomplished on time and within budget.
- Maintain a current, active SHRM membership.

Study Group Chair

Reports to: Director of Member Development
Time Commitment: 2-4 hours per week
Special Qualifications: Certified by SHRM
Term: 1 year

Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Increase the number of active members of LSHRM who are certified by SHRM.
- Lead, plan, and arrange for speakers and materials at the study group meetings.
- Educate members on certification benefits.
- Promote the study group at membership meetings and in the newsletter.
- Coordinate recognition for members that become certified.
- Provide information about recertification to members.
- Provide information about changes in recertification requirements, changes in exam policies, changes in cost of exam, etc.

Director, Communications & Marketing

Reports to: President
Time Commitment: 2-4 hours per week; special projects 8-10 hours per week
Term: 2 years

Required Membership Level: Professional, General or Associate

Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Guide, direct, and provide support all committee volunteers. Assist in recruiting chairs and/or members of these committees.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Assist in formulating and presenting committee budgets and objectives for the year and for seeing that objectives are accomplished on time and within budget.
- Maintain a current, active SHRM membership.
- Communicate with members via email/social media and newsletter content promoting meetings and other events.
- Send email blasts/event templates to Admin for posting on the website.
- Promote meetings and events to membership.
- Ensure maintenance and integrity of the Chapter web site and Chapter database.
- Support other Board Members and Chairs with any website needs and is the liaison between LSHRM and the website vendor.

Marketing Chair

Reports to: Director of Marketing
Time Commitment: 1-2 hours per week; special projects 5-10 hours per week
Term: 1 year

Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Ensure maintenance and integrity of the Chapter web site and Chapter database.
- Support Board Members and other Chairs with any website needs and assists as the liaison between LSHRM and the website vendor.

Internal Communications Chair

Reports to: Director of Marketing
Time Commitment: 1-2 hours per week; special projects 5-10 hours per week
Term: 1 year

Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Ensure maintenance and integrity of the Chapter web site and Chapter database.
- Support Board Members and other Chairs with any website needs and assists as the liaison between LSHRM and the website vendor.

Social Media Chair

Reports to: Director of Marketing
Time Commitment: 1-2 hours per week; special projects 5-10 hours per week
Term: 1 year

Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Ensure maintenance and integrity of the Chapter web site and Chapter database.
- Support Board Members and other Chairs with any website needs and assists as the liaison between LSHRM and the website vendor.

Website Chair

Reports to: Director of Marketing
Time Commitment: 1-2 hours per week; special projects 5-10 hours per week
Term: 1 year

Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Ensure maintenance and integrity of the Chapter web site and Chapter database.
- Support Board Members and other Chairs with any website needs and assists as the liaison between LSHRM and the website vendor.

Public Relations Chair

Reports to: Director of Marketing
Time Commitment: 1-2 hours per week; special projects 5-10 hours per week
Term: 1 year

Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Ensure maintenance and integrity of the Chapter web site and Chapter database.
- Support Board Members and other Chairs with any website needs and assists as the liaison between LSHRM and the website vendor.

Media Chair

Reports to: Director of Marketing
Time Commitment: 1-2 hours per week; special projects 5-10 hours per week
Term: 1 year

Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Ensure maintenance and integrity of the Chapter web site and Chapter database.
- Support Board Members and other Chairs with any website needs and assists as the liaison between LSHRM and the website vendor.

Director, Community & College Relations

Reports to: President
Time Commitment: 4-6 hours per month
Term: 2 years
Required Membership Level: Professional, General or Associate
Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Guide, direct, and provide support all committee volunteers. Assist in recruiting chairs and/or members of these committees.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Assist in formulating and presenting committee budgets and objectives for the year and for seeing that objectives are accomplished on time and within budget.
- Maintain a current, active SHRM membership.

Community Relations Chair

Reports to: Director of Community & College Relations
Time Commitment: 2-4 hours per month
Term: 1 year

Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- 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.
- Coordinate representation of non-profit organization at chapter meetings.

College Relations Chair

Reports to: Director of Community & College Relations
Time Commitment: TBD
Term: 1 year

Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Meet with student groups and faculty members to recruit new student members, organize student chapter meetings, and help sponsor special events.
- Encourage student chapter members to attend LSHRM meetings and events.
- Coordinate annual scholarship event.

Director, SHRM Foundation & Special Events

Reports to: President
Time Commitment: 2-4 hours per week
Term: 2 years
Required Membership Level: Professional, General or Associate
Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Guide, direct, and provide support all committee volunteers. Assist in recruiting chairs and/or members of these committees.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Assist in formulating and presenting committee budgets and objectives for the year and for seeing that objectives are accomplished on time and within budget.
- Maintain a current, active SHRM membership.
- Plan and implement special activities during the year.

SHRM Foundation Chair

Reports to: Director SHRM Foundation & Special Events
Time Commitment: 2-4 hours per week
Term: 1 year

Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Educate the Chapter membership regarding the existence, purpose, and ongoing activities of the SHRM Foundation.
- Encourage the Chapter membership to contribute financially to the SHRM Foundation as a show of support for the human resources profession.
- Advise and update the Chapter membership of the Foundation's activities and fund-raising needs.
- Coordinate the chapter's annual fundraising event.

HR Connect Chair

Reports to: Director SHRM Foundation & Special Events
Time Commitment: 1 hour per week
Term: 1 year

Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Coordinate HR CONNECT events.
- Promote the HR CONNECT events to chapter members.
- Educate members about networking tips.

State Conference Chair

Reports to: Director of SHRM Foundation & Special Events
Time Commitment: 1-2 hours per week
Term: 1 year

Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Coordinate efforts with state chapters and State Council to best serve the membership.
- Participate in planning meetings.
- Promote the conference to chapter members.
- Serve as liaison between the Conference Committee, Board of Directors and membership.

Best Places to Work Chair

Reports to: Director of SHRM Foundation & Special Events
Time Commitment: 1 hour per week
Term: 1 year

Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Coordinate efforts with State Council.
- Participate in planning meetings.
- Promote Best Places to Work to chapter members.
- Serve as liaison between the Conference Committee, Board of Directors and membership.

Director, Membership

Reports to: President
Time Commitment: 4-6 hours per week
Term: 2 years

Required Membership Level: Professional, General or Associate

Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Guide, direct, and provide support all committee volunteers. Assist in recruiting chairs and/or members of these committees.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Assist in formulating and presenting committee budgets and objectives for the year and for seeing that objectives are accomplished on time and within budget.
- Maintain a current, active SHRM membership.
- Approve all new member requests on the website.
- Responsible for annual membership renewal process as scheduled according to by-laws.
- Obtain quarterly lists of At-Large members (SHRM members who are not members of any chapter) in your area from your SHRM Regional Team. Use those lists to invite At-Large members to your chapter events.
- Maintain supplies of membership materials: applications, informational brochures, etc.
- Order name badges for members.

Membership Chair

Reports to: Director of Membership
Time Commitment: 1-2 hours per week
Term: 1 year

Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Serve as initial point of contact for all individuals interested in membership to LSHRM.
- Respond to requests for information about membership through telephone calls, personal contacts, and correspondence.
- Order name badges for new and existing members.

Membership Liaison

Reports to: Director of Membership

Time Commitment: 6 hours per month

Term: 1 year

Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Back up for the Director of Membership and Membership Chair.

New Member Orientation Chair

Reports to: Director of Membership

Time Commitment: 1-2 hours per month.

Term: 1 year

Responsibilities:

- Ensure that each new member is welcomed to his/her first meeting.
- Inform new members about the orientation meeting held before chapter meetings, and arranges to meet the new members there.
- Conduct new member orientation at each meeting as necessary.

Director, Hospitality

Reports to: President

Time Commitment: 10 hours per month

Term: 2 years

Required Membership Level: Professional, General or Associate

Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Guide, direct, and provide support all committee volunteers. Assist in recruiting chairs and/or members of these committees.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Assist in formulating and presenting committee budgets and objectives for the year and for seeing that objectives are accomplished on time and within budget.
- Maintain a current, active SHRM membership.
- Responsible for securing volunteers to assist with the registration desk at all Chapter and Activity meetings.
- Work with Program Chair to reserve facilities for monthly membership meetings and ensure the speaker's A/V equipment is prepared for the meeting (i.e., screen, microphone, overhead projector).
- Plan meals and refreshments within budget for all functions including membership meetings, seminars, social events, and ceremonies.
- Send HRCI and SHRM recertification to attendees as appropriate.
- Send meeting evaluations to attendees and summary to LSHRM Board.
- Coordinate activities at the member meeting registration table, greet members/guests as they arrive, and assure that all financial transactions are recorded appropriately and monies are sent to the VP Finance.

Hospitality Chair

Reports to: Director of Hospitality

Time Commitment: 3-4 hours per month

Term: 1 year

Responsibilities:

- Attend monthly membership and Board of Directors meetings.
 - At chapter meetings be responsible for collecting and reconciling all monies (cash and checks) paid by attendees at chapter meetings.
 - Compile the metrics report after each chapter meeting and forwarding this report to the Director of Hospitality.
 - Responsible for reconciling and reporting to the VP Finance (for collection purposes) all monies due from members/guest/students who confirmed reservations to a chapter meeting.
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Director, Workforce Readiness

Reports to: President
Time Commitment: 6-8 hours per month
Term: 2 years
Required Membership Level: Professional, General or Associate
Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Guide, direct, and provide support all committee volunteers. Assist in recruiting chairs and/or members of these committees.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Assist in formulating and presenting committee budgets and objectives for the year and for seeing that objectives are accomplished on time and within budget.
- Maintain a current, active SHRM membership.
- Serve as advocate and program coordinator for workforce readiness chapter activities.
- Partner with education, local government and nonprofit organizations.
- Identify and evaluate issues that impact workforce readiness and develop goals for chapter workforce readiness strategy.
- Report on workforce readiness issues to chapter members and serve as advocate at chapter activities for education programs.
- Serve as a resource for chapter members on workforce readiness issues and provide leadership to the chapter on education issues.
- Work in close cooperation with state workforce readiness director.
- Provide special recognition for chapter members and for local programs that promote betterment of the local workforce through educational process.
- Respond to any other requirements of the chapter president and state workforce readiness director.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.

Workforce Readiness Chair

Reports to: Director Workforce Readiness
Time Commitment: 3-5 hours per week
Term: 1 year
Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Monitor local activities concerning workforce readiness and provide timely information on education issues to the chapter president and state workforce readiness director.
- Develop and support workshops and seminars that address workforce readiness issues.

Diversity Chair

Reports to: Director Workforce Readiness
Time Commitment: 1-2 hours per week
Term: 1 year
Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Develop and/or distribute information and materials to chapter members to promote diversity in the workplace.
- Publicize to chapter members examples of successful diversity efforts being undertaken by chapter members in their particular workplaces.
- Identify minorities and other individuals with diverse backgrounds in the local area who might be interested in joining the chapter.
- Identify current chapter members with diverse backgrounds who might be interested in volunteer leadership opportunities.
- Be available for presentations if and when appropriate, or help to identify both diversity programs/speakers for conferences or chapter programs and speakers with diverse backgrounds for conferences or chapter programs.

Director, Volunteer Engagement

Reports to: President
Time Commitment: 3-4 hour per month
Term: 2 years
Required Membership Level: Professional, General or Associate
Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Guide, direct, and provide support all committee volunteers. Assist in recruiting chairs and/or members of these committees.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Assist in formulating and presenting committee budgets and objectives for the year and for seeing that objectives are accomplished on time and within budget.

- Maintain a current, active SHRM membership.
- Ensures that new members interested in volunteering are given that opportunity.
- Maintain a list of current volunteer opportunities and assists the President and Directors by providing a list of interested volunteers for future leadership positions.
- Manage the SPOT (spontaneous praise & ongoing thanks) rewards & recognition program for volunteers.

Volunteer Engagement Chair

Reports to: Director, Volunteer Engagement

Time Commitment: 2 hours per month

Term: 1 year

Responsibilities:

- Coordinate the SPOT award winner each month & ensure they are recognized at meetings and via social media.
- Coordinate opportunities for fellowship amongst volunteers.

Director, Wellness

Reports to: President

Time Commitment: 10 hours per month

Term: 2 years

Required Membership Level: Professional, General or Associate

Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Guide, direct, and provide support all committee volunteers. Assist in recruiting chairs and/or members of these committees.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Assist in formulating and presenting committee budgets and objectives for the year and for seeing that objectives are accomplished on time and within budget.
- Maintain a current, active SHRM membership.
- Coordinate ambassadors speaking at chapter meetings for wellness update.

Wellness Chair

Reports to: Director of Wellness

Time Commitment: 3-4 hours per month

Term: 1 year

Responsibilities:

- Attend monthly membership and Board of Directors meetings.
- Coordinate Wellness Fair or other wellness activities as needed.

Chapter Admin

Upon the requests from the LSHRM President, President-Elect and Director of Marketing & Communications, the Chapter Admin will complete the following duties.

Responsibilities:

- Create and send email communication.
- Add event to website (including logos).
- Reset member's passwords to LSHRM website.
- Add articles written by LSHRM volunteers (for Insider Monthly Talent) to the website. Supply the link to the requesting director.
- Add requested additions/updates to website.
- Update sponsor logos on website.
- Approve job postings.
- Manage google email address for outgoing and incoming board volunteers.