**Job Description**

**Position Title: Community Relations Effective: 1/1/2022**

**Reports to: Chapter President Status: Volunteer**

**Level: Volunteer Chapter Term: 1 year**

**Position Summary:**

Serve as an appointed member of the chapter board of directors. Monitor and evaluate on a continuing basis local activities concerning community relations. Spearhead the effort to support community efforts and to publicize successful programs in the local community.

**Responsible To:**

* The members of the chapter
* The chapter vice president of membership
* The chapter president

**Position Responsibilities**

1. Recommend community service projects to be supported by the chapter.
2. Provide opportunities for chapter members to volunteer or donate to local non-profit agencies while building awareness of and promoting the chapter.
3. Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
4. Represent the chapter in the human resources community.
5. Attend all monthly membership and Board of Directors’ meetings.

**Requirements:**

* Must be an SHRM member in good standing for entire term of office.
* Must be willing to attend SHRM functions and work in a consistent timely fashion.
* SHRM-CP or SHRM-SCP Certification preferred.
* Must be willing to be in succession plan for the President and Past-President positions

**Resources Available:**

Resources are available online at the SHRM’s Volunteer Leader Resource Center [vlrc.shrm.org](https://community.shrm.org/vlrc/home)

**Note:** Check for new and updated resources that are continually being developed.