**Job Description**

**Position Title: Operations Chair Effective: 1/1/2022**

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

**Level: Member, Chapter Term: 1 year**

**Position Summary:**

Welcome new members into the chapter and help coordinate the logistics of monthly membership meetings.

**Responsible To:**

* The members of the chapter
* The chapter president

**Position Responsibilities:**

* Negotiate, for the approval of the board of directions, contracts with facilities to host regular chapter meetings and other chapter events.
* Review facility invoices to ensure accuracy before forwarding to treasurer for payment.
* Work with VP Programs 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).
* Ensure agenda and name badges are provided at monthly meetings and seminars in coordination with the Community & Marketing Chair and Membership Director.
* Coordinate activities at the member meeting registration table while being available to greet members/guests as they arrive.
* Coordinate the Operations/Hospitality Committee and assure that at least two committee members are at each meeting to check in members and guests.
* Act as a liaison between the board of directors and the committee.
* Performs other related projects as agreed upon.
* Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
* Represent the chapter in the human resource community.
* Attend all monthly membership and board of directors’ meetings.

* Upon completion of the position’s term, assist the incoming Operations Chair to assure a smooth transition of responsibilities and continuity of knowledge and resources.

**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.

**Resources Available:**

SHRM supplies the following resources for chapter Operations/Hospitality Chairs:

* Chapter Best Practices
* SHRM Leaders Guide

And MUCH MORE…available online at the SHRM’s Volunteer Leader Resource Center at vlrc.shrm.org

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