



## Community Relations Chairperson Position Description

### Summary:

- Leads the chapter's overall comprehensive community outreach; plans the chapter's annual Spirit of Giving event.

### Reports To/Direct Reports:

- Reports To: Secretary
- Direct Reports: Community Relations Committee Members

### Term of Office:

- Appointed by the Greater Pensacola SHRM President for a 1-year term beginning January 1<sup>st</sup> and ending December 31<sup>st</sup>.

### Requirements:

- Must be a GPSHRM member in good standing for the entire term of office.
- Must meet the eligibility requirements of membership status as a national SHRM member.

### Responsible To:

- GPSHRM members
- GPSHRM President

### Responsibilities:

- Recruit members to serve on committee.
- Recommend community service projects which GPSHRM supports; coordinate chapter outreach, volunteer, and fundraising events.
- Act as liaison with the local chambers of commerce, business organizations, and other community groups.
- Chair meetings of the Spirit of Giving committee; coordinate the selection of charity for fundraising proceeds.
- Provide site/location recommendations for the Spirit of Giving event to the board of directors for approval and meet with site personnel about services, etc.
- Negotiate contracts, for the approval of the board of directors, with site personnel, vendors, hotels, caterers, etc.
- Develop a timeline and budget for the Spirit of Giving event.
- Coordinate event payments and sponsor opportunities with Treasurer.
- Create event promotional material with VP of Marketing.
- Review final preparations to assure that the Spirit of Giving event runs smoothly.
- Review program evaluations for feedback to be used in planning future events.
- Attend and participate in monthly membership meetings, if unable to attend, ensure tasks are completed by a backup member; attend board of directors' meetings as requested; provide programmatic updates to membership and board of directors at meetings.

- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Participate in activities on behalf of the GPSHRM President and/or membership as requested; represent GPSHRM in the human resources community.
- Assist the President and President-Elect with all required SHRM and HR Florida reporting; ensure reports are submitted timely to continue GPSHRM's designation as a chapter in good standing.
- Assist other officers in the performance of their responsibilities, upon request.
- Perform special projects as assigned by the President.