



Non-Dues Revenue Chairperson Position Description

Summary:

- Secures non-dues revenue for all chapter events.

Reports To/Direct Reports:

- Reports To: Treasurer
- Direct Reports: Non-Dues Revenue Committee Members

Term of Office:

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

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 the committee.
- Network with chambers of commerce to obtain leads for potential sponsors; identify other opportunities for networking with area businesses and organizations to obtain sponsor leads.
- Initiate, coordinate and implement methods of providing revenues to supplement general operating funds; create and maintain sponsorship package criteria.
- Maintain database with historical and current sponsor information.
- Communicate with the Treasurer to assure that pledged sponsor financial consideration is received prior to the chapter's function.
- Obtain sponsors for monthly membership meetings; follow up with the sponsor prior to the event to assure that all expectations are met; follow up with sponsor after event to determine if they were pleased with the response and to see if they would be interested in sponsoring future events.
- Assist the Legal Conference Chairperson secure vendors and sponsors for the chapter's annual legal conference.
- Assist the Community Outreach Chairperson secure vendors and sponsors for the chapter's annual Spirit of Giving event.
- 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.