



Position Description

COMMUNICATIONS CHAIRPERSON

SUMMARY OF RESPONSIBILITIES:

Effectively market EHRA. Provide timely and comprehensive information to chapter members and external sources about programs, seminars and other matters of interest.

TIME COMMITMENT:

Attend the monthly board meetings and chapter meetings (four hours per month). Coordinate communication activities as necessary.

SPECIFIC DUTIES:

1. Assist Newsletter editor in gathering relevant materials for monthly Chapter Connection newsletter.
2. Prepares and sends news releases to appropriate media (Evansville Courier & Press, other local newspapers and media outlets as appropriate) to announce chapter activities.
3. Contact television/radio stations for coverage of exceptionally "news worthy" activities.
4. Maintains file of news releases and other appropriate media.
5. Utilize SHRM Volunteer resources www.shrm.org/vlrc.
6. Ensure compliance with SHRM Graphics Standards.
7. Maintain current active SHRM membership for entire term of office; if requested EHRA will pay for annual SHRM membership in lieu of registration at IN State Conference or Local Conference as a benefit for serving on the board.
8. Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
9. Attends all board and chapter meetings.
10. Represents the chapter in the human resources community.