



Position Description

DIRECTOR OF COMPENSATION SURVEY

SUMMARY OF RESPONSIBILITIES:

Oversee the completion and distribution of the Regional Compensation and Benefits Report on an annual basis.

TIME COMMITMENT:

Attend monthly board and chapter meetings (four hours per month). Coordinate survey / report and meet with committee as necessary (up to twelve hours per month). Time commitment is heavier in initial stages of project and after the data has been analyzed.

SPECIFIC DUTIES:

1. Selects a committee from various industries and sizes to assist with the review, marketing, completion and distribution of the survey / report.
2. Works with the University of Southern Indiana to gather and analyze data.
3. Works with The Chamber of Commerce of Southwest Indiana (Chamber) to solicit sponsors and buyers of the report for the generation of income. Monitors Chamber to ensure payments are made to the EHRA in a timely fashion.
4. 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.
5. Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
6. Attends all board and chapter meetings.
7. Represents the chapter in the human resources community.