



WEBSITE DIRECTOR (At-Large Member Role)

Position Summary:

Oversee and maintain the Chapter website. Provide timely and comprehensive updates to keep members informed of chapter programs, workshops, and other matters of interest.

Responsible to:

The members of the chapter
The chapter president

Responsibilities:

- Maintain chapter web site, hosted by SHRM.
- Update website in a timely manner with all monthly meeting information and registrations, sponsors, program news and other items of interest.
- Maintain membership database on the website. Enter new members and notify of login and password information.
- Post local HR job openings as requested.
- Add items to Board document archive as requested.
- Collect applications for membership and annual dues through website.
- Respond to member questions and inquiries regarding web site.

General Board Responsibilities:

- Identify and acquire sponsors for chapter meetings and events who are willing to assist the chapter financially in return for an opportunity to promote their product or service to members.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors meetings.

Resources Available:

- *SHRM supplies the following resources for chapter communication directors*
 - *Chapter Best Practices*
 - *Chapter Web Site Toolkit*
 - *How to Publish a Chapter Newsletter*
 - *SHRM-Approved Graphics for Chapters*
 - *SHRM Graphic Standards Manual for Affiliates*
 - *Fundamentals of Chapter Operations*
 - *Working with the Media*

And MUCH MORE...available online at www.shrm.org/vlrc