



## **WEBSITE DIRECTOR (AT LARGE 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 website, 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 the 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 **website** 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](http://www.shrm.org/vlrc)