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|  | http://www.hrmac.org/images/spacer.gif  Grundy Will HR Association  Volunteer Opportunities  2013-2014  [**Sign Up to Volunteer!**](https://igmanager.wufoo.com/forms/hrmac-volunteer-opportunities-201213/)  Volunteering at GWHRA is a rewarding experience!  You have an opportunity to advance your profession, meet new colleagues, use your skills, develop new expertise, give back to your professional association, and have a lot of fun at the same time.  We welcome your time and talent!  **BOARD ROLE DESCRIPTIONS**  **Vice President - Programming & President-Elect:** Secure & coordinate quality speakers for monthly meetings. Review monthly and annual member feedback on programming topics desired. Learn chapter roles and responsibilities and prepare to take over chapter leadership in 2015. (Time Commitment: 1-2 hours average monthly)  **Vice President – Membership:** Fully coordinate all aspects of quarterly networking events. Review annual member feedback on networking events desired. Monitor member increases/decreases, and determine ways to increase membership as needed. (Time Commitment: 1-2 hours average monthly)  *NOTE: Both individuals who fill the VP role will have the opportunity to attend the annual SHRM Volunteer Leadership Conference annually with air, hotel, and conference registration fees paid. This year’s conference will be held 11/15 to 11/17 & should be an enriching, fun experience!*  **Secretary:** Keep records of all chapter activities, including monthly meeting and board meeting minutes. Send out chapter correspondence to chapter members monthly. Monitor the central chapter email box. Continuing Term: Michele Lund  **Treasurer:** Maintain all chapter funds and support fiscal responsibility of the chapter. Prepare and monitor the chapter budget. Continuing Term: Chris Whitney  **COMMITTEE ROLE DESCRIPTIONS**  **Social Media & Website Coordinator:** *Social Media -* Publish monthly meetings and networking events using a wide variety of social media, including LinkedIn, Facebook, and Twitter. Continue to identify ways to increase chapter presence online. *Website -* Update and enhance website content to reflect the latest chapter news, which will keep current members informed of chapter activities and attract new members to our organization.  **Sponsorship Coordinator & Community Relations Liaison:** Partner with VPs to gain meeting and networking event sponsorship. Serve as liaison between chapter to the HR and business community.  **Media Relations Coordinator:** Advertise monthly meetings and networking events with local newspapers and media outlets. Provide guidance to support promoting appropriate chapter “image” to the public.  **HRCI Certification Coordinator:** Partner with Vice President of Programming to gather required speaker information to gain HRCI pre-certification credit for monthly meetings. Keep chapter informed of certification deadlines. Coordinate PHR/SPHR certification study groups (as time permits & interest is expressed by chapter members).  **College Relations/SHRM Student Chapter Coordinator:** Build relationship with local universities, including Lewis University and/or Governor’s State University. Goal is to give back to local universities and HR students, as well as increase student membership and potential GWHRA members.  **Legislative Coordinator:** Keep chapter members informed of latest legal regulations, laws, rulings related to the field of Human Resources, via chapter meetings, monthly emails, and using social media.  **SHRM Foundation Coordinator:** Coordinate simple annual fundraising raffle to raise funds for the SHRM Foundation. Create annual basket for the Illinois State SHRM Conference.  **National SHRM Membership Coordinator**: Educate members on the benefits of national SHRM membership via meetings and social media. Audit chapter roster to ensure members designate GWHRA as local chapter.  **Workforce Readiness Coordinator – NEW!:** Explore ways that we can partner with local agencies to create a workforce that is ready to take on the challenges of today’s economic environment.  **Diversity/Inclusion Coordinator** – **NEW!**: Identify ways to increase the diversity of chapter membership. Educate chapter members on how to improve diversity and inclusion within employee populations.  **Transition Group Coordinator – NEW!:**  Coordinate transition group meetings after the monthly meetings that allow HR professionals in transition to network, gain additional ideas on job search strategies, and seek support from other members. Actively post new HR job opportunities in the local area in the GWHRA LinkedIn group. [Sign Up to Volunteer!](https://igmanager.wufoo.com/forms/hrmac-volunteer-opportunities-201213/) **If you are interested in volunteering, please email Melissa Schroeder, President-Elect, at** [**Melissa.schroeder@comcast.net**](mailto:Melissa.schroeder@comcast.net) **or call 708-670-1798 by Wednesday, September 26th.** |