



## Position Description

### COMMUNICATIONS CHAIRPERSON

#### **SUMMARY OF RESPONSIBILITIES:**

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

#### **TIME COMMITMENT:**

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

#### **SPECIFIC DUTIES:**

1. Compile, edit, design and lay out the monthly Chapter Connection newsletter. Submit final draft to President for review prior to distribution.
2. Ensure timely distribution of Chapter Connection newsletter to members.
3. Prepares and sends news releases to appropriate media (Evansville Courier & Press, other local newspapers and media outlets as appropriate) to announce chapter activities.
4. Contacts television/radio stations for coverage of exceptionally "news worthy" activities.
5. Maintains file of news releases and other appropriate media.
6. Utilize SHRM Volunteer resources [www.shrm.org/vlrc](http://www.shrm.org/vlrc).
7. Ensure compliance with SHRM Graphics Standards.
8. 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.
9. Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
10. Attends all board and chapter meetings.
11. Represents the chapter in the human resources community.