**DIRECTOR OF COMMUNICATIONS**

**Function**:

Responsible for documentation and communication within the Chapter and among the Board of Directors. Responsible for issuing all notices and conducts correspondence for the Chapter. Responsible for communicating to the media and local Chapter about upcoming meetings or special events sponsored by the Chapter. Responsible for the Chapter Linked in site, Social media, and Chapter website.

**Responsible To:** President

**Responsibilities**

 • Handles all correspondence to membership including meeting notices.

 • Maintain [www.gbshrm.org](http://www.gbshrm.org) website

* At least twice a week:
	+ Check and reply to contact submissions sent to info@gbshrm.org
* Update website as necessary:

Maintain GB SHRM Linked in site

* Check and respond to requests to join. If a member, approve. If not a member, notify requester that the Green Bay Area SHRM Linked in site is for current members to network. Provide instructions on how they can apply to become a member.
* Update Linked in site as necessary:
	+ Monitor discussion board to ensure no solicitation is occurring
	+ Send out member announcements when needed

Maintain GB SHRM Social Media accounts:

 Post meeting notices

 Add content to social media regarding HR matters including legal updates, SHRM national information, other HR items of interest.

Maintain a record of attendance and prepare the minutes of all Board meetings. The following should be included in all minutes:

 •Date and time of meeting

 •Statement of by whom the meeting was called to order

 •Name of presiding officer and other officers and directors in attendance

 •Correcting and adopting minutes from the previous meeting

 •Reading of the Treasurer’s report and its acceptance

 •Record of what occurred at the meeting:

 •Resolutions made and whether they were adopted (name of proposers and seconders shall be included)

 •Reports of officers and committees

 •Assignment of special committees

 •Adjournment and time

 •E-mail the minutes to all the Board members for approval at next Board meeting

**Requirements**

 **•** Must be a local SHRM member in good standing elected by the Chapter membership

 **•** Maintain regular Board/Chapter meeting attendance. Miss no more than two (2) Board meetings per term