



**Human Resources Association
of Greater Detroit**

VICE PRESIDENT COMMUNICATIONS

Position Summary:

Provide timely and comprehensive information to chapter members about programs, workshops, and other matters of interest via chapter publications. Create and maintain a favorable image of the chapter working for the professional development of its members by: (a) keeping membership informed of chapter projects, activities and upcoming meetings, and (b) disseminating relevant professional information viewed as beneficial to the members, such as the newsletter and annual report.

Responsible To:

The members of the chapter
The Chapter President

Responsibilities:

- Develop and maintain innovative ways to increase communications within the chapter to committees, members and the Human Resources community.
- Support the editor of the chapter's monthly publication ensures that members receive timely, topical information.
- Provide support, direction, and leadership to sub-committees responsible for the newsletter, and annual report.
- Recruit assistance from the membership and the Board for articles, etc.
- Compile, edit, design, and lay out the final copy of the newsletter. Forward newsletter for posting on the Web site. Establish a reporting network, plan issue, and write the final copy (or edit copy supplied by others) for each issue. Coordinate production of the newsletter and production schedule. Ensure that issues go out on time.
- Respond to member questions and problems regarding all aspects of chapter's communications.
- Provide monthly updates at the Board of Directors' meetings.
- Attend all monthly membership and Board of Directors' meetings.
- Participate in the development of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the Human Resources community.

Resources Available:

- SHRM supplies the following resources for Chapter Communication Directors
 - Chapter Best Practices
 - Chapter Chatter
 - Chapter Position Descriptions
 - How to Publish a Chapter Newsletter
 - SHRM-Approved Graphics for Chapters
 - SHRM Graphics Standards Guide
 - SHRM Leaders Guide
 - Working with the Media
 - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>