



**Human Resources Association
of Greater Detroit**

COMMUNITY/EXTERNAL RELATIONS CHAIR

Position Summary:

Manage the chapter's community outreach efforts through workforce readiness, diversity and college relations.

Responsible To:

The members of the chapter
The chapter president

Responsibilities:

- Recommend community service projects to be supported by the chapter.
- Make chapter members aware of community organizations that would be beneficial to HR professionals or businesses. Invite representatives of local community organizations to chapter meetings. Allow them a few minutes to discuss their programs if appropriate.
- Provide information to chapter members about local community organizations through flyers or brochures at meetings or via newsletter articles and emails if appropriate.
- Maintain liaison with the local Chamber of Commerce, business organizations, business news writers, and other community groups.
- Provide information on events to chapter V.P. of PR
- Serve as liaison between members of the community relations committee.
- 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 community relations directors
 - Chapter Best Practices
 - Chapter Position Descriptions
 - SHRM Leaders Guide
 - Working with the Media Guide

And MUCH MORE...available online at www.shrm.org/vlrc