

Position Summary:

Creates an inclusive and welcoming chapter through the maintenance of social media pages, website, event registrations, and other digital platforms. Manages the technology of the Chapter for all events. Communicates with members through email systems. Hosts virtual meetings.

Responsible To:

- The members of the Board of Directors
- SHRM Olympia Chapter members
- WA State Council Communication, Technology, and/or Social Media Directors

Responsibilities:

- Creates Event Registration pages on WuFoo for all events, ensuring that all ticket options are available and priced correctly.
- Emails event invites twice prior to all events to email distribution lists.
- Updates and manages distribution lists in conjunction with Membership Director.
- Manages program Rolling Slides in conjunction with all board members.
- Maintains SHRM Olympia's website, including editing web pages, posting presentations, creates new links, posts SHRM and chapter information, and grants access to board members as needed to keep web site current.
- Develops social media posts and content and manages social media accounts on Facebook, Twitter, LinkedIn and other associated social media as approved by the board.
- Responds to member questions and problems regarding website or other tech related questions.
- Tests and monitor website to ensure stability and functionality.
- Monitor SHRM Olympia Tech email and forwards correspondence received to appropriate board member.
- Communicate with chapter board of directors to make sure all information on the web site is current and accurate.
- Create, as needed, surveys on SurveyMonkey, publishes survey, and reports results.
- Conducts Tech Rehearsals with speakers prior to events.
- Monitors Social Media followers and reports status updates to Board Members monthly.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Sends out Quarterly Newsletter.
- Uploads Newsletters and other reports to BaseCamp monthly.
- Creates annual year-in-review video.
- Takes pictures and/or screenshots of events and board meetings.
- Responsible for maintaining accountability and functionality of Chapter tech equipment.
- For virtual / hybrid meetings, conducts the setup/testing of all equipment and Zoom platform, and hosts the meeting; can include tasks such as Q&A monitoring, comments, audio/visual, and anything else that is pertinent to the successful operation of the meeting.

- For in-person meetings, responsibilities include but are not limited to equipment setup, presentation projection, audio setup, room setup, and anything else that is required for the successful operation of the meeting.
- Represent the chapter in the human resources community.
- Attend all monthly membership and Board of Directors meetings.

Requirements:

- Must be a SHRM member in good standing and a SHRM Olympia Chapter member.
- Serves a one-year term as an elected member of the SHRM Olympia Board of Directors.
- Attends all SHRM Olympia meetings.

Resources Available:

- SHRM supplies the following resources Board Members
 - Chapter Position Descriptions
 - And MUCH MORE...available online at the SHRM Volunteer Leader Resource Center (VLRC), Chapter Resources

<https://vlrc.shrm.org/s/topic/OTO1T000000cDrIWAWU/chapter-resources>

Sites Responsible for:

- SHRM Olympia's Website
- Facebook
- LinkedIn Group
- LinkedIn Business Page
- Twitter
- WuFoo
- Survey Monkey
- Constant Contact
- Zoom

Equipment Responsible for (See inventory list for item details):

- Laptop
- Projectors
- Microphone
- Speaker
- Communication Systems Hub
- Various cables
- Equipment box
- And other pertinent equipment as needed