**SOCIAL DIRECTOR**

Position Summary:

Create an inclusive and welcoming chapter through the maintenance of RV SHRM social media pages, website, and event registrations. Welcome and check in all chapter members and guests to events. Support Programs Chair with event logistics.

Responsible To:

The members of the chapter

The chapter president

Responsibilities:

* Coordinate activities at the member meeting registration table, including but not limited to
  + greet members/guests as they arrive
  + check in all preregisters and sell program tickets and Foundation Raffle tickets, ensuring that all financial transactions are recorded appropriately
  + ensure each new member is personally welcomed and introduced to board members at membership meetings.
* Plan meals and refreshments within budget for all functions including membership meetings, seminars, social events, and ceremonies.
* Prepare name badges from the registration roster for the May Legal Seminar.
* Secure gift for all program speakers, including legal seminar.
* Deliver any cash or check payments made at the door to the treasurer.
* Create EventBrite Event Registration pages for all RV SHRM events, ensuring that all ticket options are available and priced correctly.
  + Emails event invites monthly to all current RV SHRM Members
* Create program welcome slide show.
* Maintain a third-party web server and domain name registration.
* Develop and maintain other collateral social media including Face Book, Twitter, LinkedIn and other associated social media as approved by the board.
* Develop and maintain web site and uploads site to web server and collateral media.
* Edit web pages, post PDF files, create new links, post SHRM and chapter information as needed to keep web site current.
* Respond to member questions and problems regarding web site.
* Test and monitor web site to ensure stability and functionality.
* Monitor RV SHRM general email and Google phone number and forward 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, web-based response forms for surveys, etc.
* Regularly attend monthly board meetings and provide updates when appropriate/possible.
* 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

Requirements:

* Must be an SHRM member in good standing for entire term of office.
* Must be literate and have practical experience in web site development and collateral social media.