**DIRECTOR OF COMMUNICATIONS/SECRETARY**

*Revised: January 2023*

**Function:**

Responsible for documentation and communication within the Chapter and among the Board of Directors. Responsible for issuing all notices and manages 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 LinkedIn site, social media, and Chapter website.

**Responsible To**: President

**Committee Liaison:** Social Media Chair

**Responsibilities**

* Handles all correspondence to membership
* Sending SHRM and HRCI recertification credit information to Chapter event attendees
* Maintain www.gbshrm.org website and update as necessary
  + Ensure all SHRM and HRCI logos on GBSHRM website are current
    - SHRM Affiliate
    - SHRM Excel
    - SHRM Certification Provider
    - SHRM Foundation Chapter Champion
    - SHRM Foundation Top Fundraising Chapters
    - SHRM Learning System Champion
    - HRCI Approved Provider
  + Assist members with posting open positions related to Human Resources on website and post for non-GBSHRM members. Remove old postings.
* Check GBSHRM Gmail and Hotmail email inboxes member emails received to the GBSHRM Gmail and Hotmail inboxes or forward to responsible corresponding GBSHRM Board Member as necessary, but at least twice a week.
* Works with GBSHRM Social Media Chairperson, or in chairperson’s absence is responsible for, coordinating the use of social media tools to communicate and promote Chapter, State, and National SHRM initiatives and other Human Resource areas of interest. This includes, but is not limited to:
  + Maintain GB SHRM LinkedIn site
    - Update LinkedIn site as necessary
      * Monitor posts to ensure there is no solicitation
      * Post notices and announcements when requested/needed
  + Maintain GB SHRM Social Media accounts:
    - Post GBSHRM Chapter meeting notices
    - Share Chapter announcements. Examples include:
      * Chapter Study Group information
      * Scholarships available to GBSHRM members
      * Volunteer positions open in the Chapter
    - Share WISHRM and National SHRM event information and announcements
    - 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, time, and location of meeting
  + Statement of meeting being called to order, including the time
  + Name of presiding Board Member and all Board Members and Committee Chairpersons in attendance
  + Correcting and adopting minutes from the previous meeting
  + Record of what occurred at the meeting:
    - Resolutions made and whether they were adopted (name of proposers and seconders shall be included)
    - Reports from Board Members and Committee Chairpersons
  + Statement of meeting adjournment, including time
* Post completed meeting minutes to the Officer’s Corner on GBSHRM website for Board members to review prior to 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
* Commit to holding Director position for a 2-year term