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|  | **Leader Position Description**  **Recognition Chair** |

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| **Position Summary** |  |

Provide leadership and direction in the creation and coordination of programs and awards to recognize the chapter members.

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| **Responsible To** |  |

The Chapter President

The members of the chapter

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| **Responsibilities** |  |

* Submit written article for Chapter Chatter section of the newsletter recognizing promotions, achievements and points of interest of chapter members.
* Submit Member Spotlight section for the newsletter highlighting a chapter member.
* Coordinate annual Member Recognition event.
* Identify sponsors for Member Recognition event.
* Coordinate Recognition Committee to select annual HR Professional of the Year, HR Champion of the Year, and Diversity & Inclusion awards.
* Coordinate committee members to select Lifetime Achievement Award winner.
* Coordinate member recognition gifts.
* Coordinate outgoing board member recognition
* Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
* Represent the chapter in the Human Resources community.
* Attend all monthly membership and Board meetings.

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| **Resources** |  |

<http://www.shrm.org/Communities/VolunteerResources/ResourcesforChapters/Pages/CHAPRconf.aspx>