REQUEST FOR OFFICERS 2015-2016 academic year

**ALL OFFICERS MUST:**

* Make a **serious** effort to attend all officer meetings and club events; excuses are given on a case by case basis- failure to attend multiple events results in re-election
* Update position binders
* Participate in making/executing decisions regarding events and meetings
* Have a true interest in the HR/MGMT field
* Become a member of SHRM ($40 registration)

**Positions available:**

**Vice President:**

* Perform the duties of the president in the event of his or her absence, disability or at the president’s request.
* If the office of the president becomes vacant, the vice president will temporarily act as president of this chapter.
* The VP oversees the Director of Programming
* Assist President at President’s request

*Level of time commitment: moderate*

**Treasurer:**

* Gathering, distributing and managing the chapter’s funds.
* Request statements of chapter funds
* Manage any fund requests for events/ works with Director of Programming

*Level of time commitment: low*

**Secretary:**

* Take minutes of meetings
* circulate sign-in and sign-up sheets at meetings
* Creates chapter newsletter
* Maintain list of all members/emails
* distribute all announcements, meeting agenda and minutes for chapter members
* Oversees Director of Communication

*Level of time commitment: moderate*

**Director of Programming:**

* Contacts speakers and local professionals
* Organizes a list of all club events
* Maintains a database of previous club speakers/ events
* Contacts club’s volunteer organization to schedule volunteering events

*Level of time commitment: moderate*

**Director of Communication:**

* Updates all social media sites with current club news
* Makes/posts flyers for all events
* Assists with Chapter Newsletter
* Email club members (at request)

*Level of time commitment: high; possibility of electing co-chair if needed*

**Director of Merit Awards:**

* Update SHRM chapter roster with current chapter members
* Solicit SHRM students/SHRM student numbers
* Stay up-to-date on all SHRM activities
* Submit all SHRM Student chapter forms
* Complete SHRM Merit award application

*Level of time commitment: moderate (mostly at year end)*