

HOSPITALITY CHAIR

Position Summary:

Coordinate the logistics of chapter events including: monthly membership meetings, mixers, seminars and conferences. Oversee the check-in/registration process at all such functions. Assure placement of reference materials and signage. Greet members and guests and refer potential members to the Membership Committee, as appropriate.

Responsible To:

The members of the chapter
The chapter president

Responsibilities:

- Reserve facilities for chapter events, including monthly membership meetings, and ensure the speaker's A/V equipment is prepared for the meeting (i.e., screen, projector, microphone).
- Plan meals and refreshments within budget for all functions including membership meetings, seminars, social events, and ceremonies.
- Receive member and guest reservations from Association Management Company (AMC) so attendees can be validated at the door.
- Coordinate the check-in process to assure that at least two representatives are at each meeting to check in members and guests.
- Greet all guests at monthly membership meetings ensure each new member is personally welcomed by the board and introduced at membership meetings. This may include organizing a "buddy system."
- Coordinate activities at the member meeting registration table, greet members/guests as they arrive, and assure that all financial transactions are recorded appropriately.
- Communicate with AMC to assure that the roster is marked for whom to bill for "no-show," and to assure that the treasurer can understand the amounts paid at the registration table and what those monies should be applied to (dues, meeting fee, etc.).
- Obtain an accurate count of attendance at all events and relay such information to AMC and the treasurer.
- Deliver any payments made at the door to the treasurer along with a copy of the registration roster.
- Attend all monthly membership and board of directors meetings.
- Participate in the SHRM Core Leadership Area conference calls and webcasts, as applicable.
- 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.
- Complete other assignments as requested by the president or the board of directors.

Resources Available:

- SHRM supplies the following resources for chapter hospitality chairs
 - Chapter Best Practices
 - Chapter Position Descriptions
 - Chapter Leader Resource Guide: Fundamentals of Chapter Operations
 - www.shrm.org/vlrc