

NEWSLETTER CHAIR

Position Summary:

Provide timely and comprehensive information to chapter members about programs, workshops, and other matters of interest via chapter newsletter.

Responsible To:

The members of the chapter
The chapter president

Responsibilities:

- Recruit assistance from the membership and the Board for articles, survey questions, etc.
- Establish a reporting network, plan issues, and write the final copy (or edit copy supplied by others) for each issue.
- Coordinate production of the newsletter and production schedule with the administrator. Administrator will compile, design, and lay out the final copy of the newsletter in the standard format.
- Ensure timely distribution (via mail or e-mail) of the newsletter to members.
- Attend all monthly membership and board of directors meetings and provide monthly updates at the board of directors meetings.
- 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 newsletter chairs
 - Chapter Best Practices
 - Chapter Position Descriptions
 - How to Publish a Chapter Newsletter
 - SHRM-Approved Graphics for Chapters
 - SHRM Graphics Standards Manual for Affiliates
 - Chapter Leader Resource Guide: Fundamentals of Chapter Operations
 - Working with the Media
 - www.shrm.org/vlrc