

BOARD JOB DESCRIPTION

MEMBER RESOURCES

Function

To provide CCHRA members with the highest level of member services through HR Job Postings, Advertising, and Volunteer Liaison function. Oversees and manages the member resources table provided to ensure member support.

General

- Must be a qualified regular member of CCHRA in good standing at the time of nomination or appointment.
- Must be a member of SHRM, or apply for SHRM membership within 90 days of nomination or appointment.
- Must remain a current member in good standing of SHRM through the end of the term of office.
- Must attend a minimum of 75% of Board meetings.
- Must attend a minimum of 67% of CCHRA events.

Key Responsibilities

1. Coordinate job advertisements with employers and jobbing.com
2. Coordinate and promote the paid advertising program through CCHRA Notes
3. Responsible for promoting and maintaining the information table at membership meetings and other events for member provided services, job postings, member resumes and HR-related information.
4. Coordinate volunteer program by promoting volunteerism and announcing volunteer opportunities.