



Website Chair

Position Summary

Maintain chapter web site; including logos, chapter information, board information, etc.

Responsibilities

- Procure and maintain a third party web server and domain name registration.
- Develop and maintain web site and uploads site to web server.
- Edit web pages, post PDF files, create new links, post SHRM and chapter information as needed to keep web site current.
- Respond to member questions and problems regarding web site.
- Test and monitor web site to ensure stability and functionality.
- Communicate with chapter board of directors to make sure all information on the web site is current and accurate.
- Create, as needed, web-based response forms for surveys, etc.
- Complete other assignments as requested by the president or the board of directors.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Attend and participate in all scheduled chapter meetings.
- Represent the chapter in the human resources community.

Responsible To

- The members of the chapter
- The chapter president

Resources Available

SHRM supplies the following resources for chapter exhibitor chairs

- Chapter Best Practices
- Chapter Position Descriptions
- Chapter Web Site Toolkit
- SHRM-Approved Graphics for Chapters
- SHRM Graphics Standards Manual for Affiliates
- Fundamentals of Chapter Operations