



VOLUNTEER POSITION DESCRIPTION

College Relations Director

The College Relations Director is a special appointment by the President and coordinates all committee activities. The College Relations Director is appointed to a one-year term. He or she serves as advisor to local University and College Relations and acts as liaison between the Association and the student chapters.

RESPONSIBLE TO

The members of the BV-SHRM
The Executive Committee of BV-SHRM

RESPONSIBILITIES

- Maintains a current active SHRM membership.
- Coordinates and promotes the mentor program to local colleges/universities.
- Evaluates mentees and assists in the pairing of mentor/mentee partners.
- Assists in coordinating mentor luncheons.
- Develops and implements strategic planning for the Mentor Program.
- Attends student chapter meetings as established by member universities as necessary.
- Provides student chapter with appropriate HR information and speakers as requested.
- Provides financial support for students to attend Texas State HR games and the Texas State SHRM conference.
- Provides financial assistance to student chapter for mentor luncheons.
- Ensures the successful formal distribution of resume packets either electronic or hard copy by student chapter members.
- Coordinates, publicizes, and administers the BV-SHRM scholarship program.
- Makes recommendations on changes to scholarship program (ie: reward amount, number of recipients).
- Evaluates scholarship applications and recommend recipients.
- Solicits student chapter volunteers to assist with monthly meeting activities.
- Provides information on BV-SHRM to area high school vocational and career programs.
- Participates in the development and implementation of short-term and long-term strategic planning for BV-SHRM.
- Represents and promotes BV-SHRM in the community.
- Encourages membership participation in community activities.

SHRM Affiliation

- Encourages BV-SHRM members to become SHRM national members.
- Communicates SHRM national goals, policies and programs to chapter members.
- Maintains communications and build relationships with other Texas SHRM affiliate chapters.

REQUIREMENTS

- Must be a SHRM member in good standing.
- Should have ability to attend majority of monthly membership meetings.
- Should have ability to attend majority of monthly Executive Board meetings.
- Should have ability to attend student chapter meetings if needed.
- Should have a belief in the value of SHRM national membership and willingness to promote SHRM affiliation.

SKILLS AND ABILITIES

- Be comfortable speaking in front of groups.
- Should have good organizational skills, written and verbal communication skills and team building abilities.
- Basic computer knowledge, including use of email, word processing and spreadsheets is helpful.
- Must have the ability to work with a diverse group of volunteers to build chapter volunteer participation.

DOCUMENT RETENTION

- Maintain historical data on the number of participants of mentor program per year.
- Maintain electronic surveys/questionnaires for 2 years.
- Retain electronic copies of emails, flyers for 2 years.

ESTIMATION OF VOLUNTEER HOURS PER MONTH

- 6.0 hours per month
 - 1.5 hours for monthly BV-SHRM luncheon.
 - 1.0 hour for monthly executive board meeting.
 - 2.0 hours for emails, discussions, correspondence on BV-SHRM business.
 - 1.5 hour for monthly SHRM student chapter meeting
- ½ Day Executive Committee Planning Session in January annually.