



VOLUNTEER POSITION DESCRIPTION

Sponsor Chair

The Sponsor Chair is appointed by the President to serve a one-year term, voluntarily entered into each year. He or she services as a member of the Executive Board and provides services to the members of the organization.

RESPONSIBLE TO

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

RESPONSIBILITIES

- Maintains a current active BV-SHRM membership.
- Sources business sponsors from the community.
- Obtains sponsorship forms and coordinates payment from business sponsors.
- Obtains Media release and sponsor bio for the BV-SHRM newsletter and website.
- Sends Thank You letter to sponsors following the event.
- Actively promotes Brazos Valley SHRM in the community.

REQUIREMENTS

- Must be a BV-SHRM member in good standing appointed by the President.
- Be able to attend majority of monthly membership meetings.
- Be able to attend majority of monthly Executive Board meetings.
- Above average organizational skills.
- Experience with e-mail, word processing, and spreadsheets

ESTIMATION OF VOLUNTEER HOURS

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