



Fargo Moorhead Human Resource Association

Communications Director Job Description

The Communications Director is an elected position
The Communications Director position is a two year term
The Communications Director is a voting position on the Board of Directors
The Communications Director must be a SHRM member in good standing

Position Summary:

Provide timely and comprehensive information to Chapter members about matters of interest. Publicize FMHRA, SHRM, and the human resources profession to Chapter and the general public. Direct the Chapter newsletter, web site, and social media networks. Lead all marketing and public relations activities for the Chapter.

Responsibilities:

- Write and publish the Chapter newsletter to include the following information (at a minimum):
 - Upcoming Chapter meetings place, time, topic, and speaker information
 - Board meeting minutes and financial reports
 - Articles submitted by Chapter members and Board of Directors, on such topics as human resource issues, SHRM, and current events
 - List of Board member contacts
 - New or returning Chapter members
 - Upcoming events such as New Member Orientation and other activities sponsored by the Chapter
- Work with Technology Director to regularly monitor/maintain the FMHRA web site and social media networks to ensure content is current and appropriate.
- Maintain and update content for the following pages on the FMHRA Website: Homepage, About Us, Board Members, Board Member Job Descriptions, and Newsletters.
- Publicize to the news media monthly Chapter meetings, achievements, and special projects.
- Distribute submitted Q&A questions to members through email/Survey Monkey
- Welcome and register members at monthly Chapter meetings.
- Meet the requirements of the SHRM Chapter Achievement Plan for all areas of responsibility for the Communications Director position.
- Attend and participate in the annual planning meeting, including all budgetary requests for the upcoming year.
- Attend and contribute to monthly Chapter and board meetings including scheduled planning meetings.
- Assist in the management of the affairs of FMHRA, adhering to the Chapter bylaws and Constitution.
- Assist other board members with special projects requiring marketing/advertising.
- Represent the Chapter in the Human Resources community.