



HOSPITALITY DIRECTOR

Position Summary:

Manage onsite registration process for chapter events and welcome both members and non-members to all chapter events.

Responsible To:

The members of the chapter
The chapter president
The chapter board

Responsibilities:

- Prepare registration roster and name badges for each chapter event. Prepare the registration table which includes setting up the tablecloth, displaying chapter awards, putting out certification stickers and receipts. Greet all guests and provide them with a name badge at monthly membership meetings and annual chapter conference.
- Make certain that all financial transactions are recorded and reported to the Treasurer and give the registration list to the Webmaster for dissemination of continuing education credit information and meeting handouts.
- Coordinate the hospitality committee and assure that at least two committee members are at each meeting to check in and greet members and guests.
- Plan chapter social events. Select location and arrange for any food to be served. Work with Webmaster for communication of event to chapter members.
- Coordinate the annual membership drive with the Membership Chairperson. Select venue, food and arrange for drink tickets. Prepare flyer announcing the membership drive and provide to the Webmaster for distribution.
- Prepare registration roster and peel and stick or other disposable name badges for the annual holiday social. Greet and welcome guests for all other chapter social events.
- Attend monthly board meetings and provide updates to the chapter board members. Order and provide dinner and beverages for the board for each monthly meeting.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.

Resources Available:

- SHRM supplies the following resources for chapter hospitality directors
 - Chapter Best Practices
 - Chapter Position Descriptions
 - Fundamentals of Chapter Operations

And MUCH MORE...available online at www.shrm.org/vlrc