

## Awards & Recognition Director

### Position Overview:

Serve as a resource to the chapter, providing a historical perspective to current issues. Maintain open communications with board by answering questions, explaining policies and procedures, studying survey results and other documentation, and encouraging the use of the volunteer system to get members involved. It is recommended that the Awards & Recognition Director is a SHRM member in good standing and SHRM certification is preferred.

### Term:

The Awards and Recognitions Director is elected to a three-year term.

### Key Responsibilities:

- Attendance at Board and Chapter meetings is expected.
- Participate in the development and implementation of the chapter's short- and long-term goals.
- Administer annual Professional of the Year awards by defining criteria, calling for nominations, overseeing the selection process and award presentation.
- Administer annual Workplace Excellence Awards by defining criteria, calling for nominations, overseeing the selection process and award presentation.
- Track the volunteers throughout the year and recognize their work at the December Holiday party.
- Work with Technology Director to maintain website content relative to position.
- Assists the Marketing Director for any photography related to SESHM chapter events.
- Represent chapter in the Human Resources community.
- Complete other tasks as assigned by the President.