

## Committees

The following committees have been established to provide assistance and specialization in the various areas. The responsibilities of each committee chair are listed below. Committees shall consist of one committee chair and at least one other member. The recommended committee size is between three and five members.

### **Conferences**

- Coordinates the annual half-day seminar including arranging the speaker, topic, and accommodations.
- Works with the Public Relations committee to develop advertising and solicit sponsors for the half-day seminar.

### **Diversity**

- Coordinates one meeting program regarding diversity.
- Provides at least three newsletter articles on diversity.
- Represents CiHRG at diversity functions/seminars/conferences.

### **Legislative**

- Coordinates one program per membership year regarding legislative issues.
- Provides at least three newsletter articles on legislative issues.
- Provides regular legislative updates at monthly meetings.
- Represents CiHRG at legislative functions/seminars/conferences.

### **Membership**

- Coordinates the annual membership campaign.
- Coordinates and publishes the membership directory.
- Conducts new member orientations as needed.
- Provides membership information at monthly Chapter meetings.
- Processes membership applications from new members.

### **Public Relations**

- Creates and publishes monthly newsletter.
- Designs and coordinates advertising for programs, seminars, and marketing materials.
- Coordinates publication of job postings on the web.

### **SHRM Professional Development**

- Promotes SHRM membership and provides members with SHRM-related materials.
- Generates interest and educates members about the SHRM foundation.
- Coordinates HRCI certification and re-certification activities including the bi-annual study group for CiHRG and student members.
- Coordinates publication of professional development opportunities on the web.
- Provides newsletter articles as requested.

### **Student Chapter Affairs**

- Acts as the liaison between CiHRG and the student chapter of SHRM.
- Coordinates the annual Wage and Benefit Survey.
- Proposes funding opportunities for student chapter activities.
- Organizes CiHRG/student chapter activities.

## Advisory Committee

The Advisory Committee would consist of all the Committee Chairs of the above named committees. They will attend monthly Board of Directors meetings and may be asked to vote on various topics, at the discretion of the President. They will represent their specific committee and will update the board on the committee's activities and accomplishments. They will also provide insight to member needs, requests, and suggestions.