



Job Description
Job Bank/Networking Chair

Position Summary:

The Job Bank/Networking Chair is responsible for maintaining the open job listing for the chapter as well as organizing networking events that are of interest to the members.

Responsible To:

The Members of the Chapter
The Chapter President

Responsibilities:

- Review and approve all jobs posted on WHRMA's website.
- Ensure that jobs are directed at the Human Resources field and would be applicable to our membership.
- Reach out to potential referral sources for additional jobs.
- Work with members directly in assisting/advising on job search strategies.
- Plan and implement networking events for Chapter.
- Look to offer a diverse set of networking opportunities in order to engage the members.
- Communicate with members regarding networking opportunities.
- 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.
- Attend all monthly membership and Board meetings