



Seattle SHRM Director of Volunteers
Volunteer Role

Role Overview:

The Director of Volunteers is a key member of the Seattle SHRM Board of Directors, responsible for maintaining a list of volunteers for the chapter. Plan and execute efforts to increase the Chapter's list of volunteers and engage them with volunteer opportunities that support one day events or projects, support committees, and contribute their professional skills to panel, small group, or chapter meeting presentations.

Responsible To:

- Seattle SHRM members
- Seattle SHRM President
- Seattle SHRM Board members

Key Responsibilities:

- Engage and respond to interested volunteers. (triage volunteers inbox, referrals and direct request)
- Connect with volunteers about their HR experience, skills and areas of interest and time commitment available. Log information on volunteers list.
- Network with members to recruit volunteers.
- Develop, maintain, and create a volunteers list.
- Collaborate with the President, Board of Directors and committees to develop and implement short-term and long-term strategic plans for volunteer recruitment, assignment retention and appreciation.
- Participate in SHRM Board meetings, planning sessions, events and other duties as assigned.
- Represent the Chapter as designated.
- Attend monthly board and member meetings.

Resources Available:

SHRM supplies the following resources for chapter volunteer directors:

- [SHRM Inclusion & Diversity Playbook](#)
- [SHRM Volunteer Leader Resource Center](#)
- [SHRM Inclusion & Diversity Website](#)

Commitment:

As a member of the Seattle SHRM Board of Director of Volunteers is expected to dedicate a significant amount of time to advancing the Chapter's volunteer list and impact of volunteers. Regular attendance at meetings and active participation in strategic planning and board discussions are essential.