



Volunteer Opportunities for the 2019-2020 Programming Year

All opportunities are available as of August 1st, 2019.

Please keep in mind, any time commitments below are estimates and vary from role to role. Most roles also include monthly or bi-monthly check-in calls with the committee.

Please email info@phillyshrm.org with any questions.

Membership Committee

The Membership Committee is responsible for outreach to potential new members & fostering relationships with our current members. Our committee strives to attend every event, actively engages new or prospective members and connects existing members to each other, and the resources Philly SHRM has to offer.

- Average Time Commitment: 4 hours per quarter
- Position(s) Available
 - 4 volunteers to meet the core committee needs like attending events, reaching out to members, and driving interest with non-members

Marketing and Communications Committee

The Marketing/Communications Committee manages the marketing and public relations for the chapter. The goal is to engage Philly SHRM members by keeping membership informed of chapter initiatives, activities, and upcoming meetings. While also sharing relevant professional information that Philly SHRM members find beneficial. Including, managing the newsletter, website, social media, etc.

- Average Time Commitment: approx. 1 hour per week
- Position(s) Available
 - 2 volunteers to assist with execution of digital media strategy, including social media, content creation, and website management

Philly SHRM Board Fellows

The Philly SHRM Board Fellows directly support the initiatives and strategies of the chapter President. The team ensures the successful completion of chapter's priority projects and supporting the goals of the chapter's committees.

- Average Time Commitment: attendance to 2 of 4 quarterly members networking events
- Position(s) Available
 - 2 volunteers to assist Fellows with registration table and greeting attendees at the quarterly members networking events

Sponsorships Committee

The Sponsorship Committee is chartered with raising money for the annual symposium conference and ongoing chapter programming. Our goal is to not only drive revenue to pay for the symposium but also to drive awareness about chapter benefits and how companies can receive exposure to the Philadelphia business community through sponsorship.

- Average Time Commitment: approx. 2 hour per month
- Position(s) Available
 - 2 volunteers to assist market research to identify new targets for business sponsorship and to call those targets. Training and talk tracks are provided by committee leadership.

Webinar Programming Committee

The Programming Committee provides professional development programming to the Greater Philadelphia area to help those looking to elevate the impact they have in their industries. Web Programming is specifically responsible for professional development webinars offered during the year.

- Average Time Commitment: approx. 2-5 hours per month
- Position(s) Available
 - 2 volunteers to assist with webinar facilitation, serve as point of contact for speakers leading up to event, and finding/engaging speakers for future programming

Emerging Leaders Committee

The Philly SHRM Emerging Leaders Committee is dedicated to engaging HR professionals with roughly 0-8 years of HR experience, including college students interested in working in HR post-graduation and those transitioning careers.

- Average Time Commitment: approx. 1-3 hours per week
- Position(s) Available
 - 3 volunteers to assist with planning the career development series and networking events; and build/strengthen partnerships with local university's HR programs

Legal and Government Affairs Committee

Monitor and evaluate on a continuing basis pending legislative, regulatory and legal action at the federal, state, and local level that may have an impact on the management of human resources. We coordinate with State and National SHRM chapters to carry out these responsibilities.

- Average Time Commitment: approx. 2-3 hours per month
- Position(s) Available
 - 3 volunteers to assist with preparation of legislative updates and summary reports and to monitor state/local government activities to gather pertinent public policy issues



Workforce Readiness Committee

The Workforce Readiness (WR) committee is dedicated to supporting workforce initiatives that that close talent and skill gaps for HR and business. WR will use its resources (workforce partners, community/corporate partnerships, higher education, etc.) to make an impact through educational workshops, webinars, events, and thought leadership.

- Average Time Commitment: approx. 3-4 hours per month
- Position(s) Available
 - 4 volunteers to with the planning and execution of programming, events, and thought leadership for creative strategy planning to meet the goals of the workforce committee

Thought Leadership Committee

The Thought Leadership Committee strives to help the Philly SHRM chapter meet its goal to connect and develop the Philadelphia business community. For the chapter to meet that goal, the thought leadership committee shares the ideas and solutions generated via blogging and other media outlets. The committee stays current on business and HR trends to share with the broader community.

- Average Time Commitment: approx. 4 hours per month
- Position(s) Available
 - 3 volunteers to liaison with various Philly SHRM committees – including attending the monthly committee meetings to stay aware of organizational efforts and maintain alignment
 - 1 volunteer to research best ways to deliver content (i.e. podcast, blog, video, etc.) – *this is a project based role and will only require 5-10 hours total*
 - 1 volunteer to research the “next best thing” in HR and stay on-top of trends and hot topics
 - 2 volunteers to reach out to contributors to help them outline/produce content
 - 2 volunteers to write and create content for thought leadership
 - 2 volunteers for the core committee to assist with the overall operations including manning and responding to the TL inbox and editing/posting content

Ready to Volunteer?

Complete the [Volunteer Application](#) and select your top 3 roles of interest.

A member of the Philly SHRM Board will reach out to you in September once the Call for Volunteers window closes.

Please email info@phillyshrm.org with any questions.

