



Volunteer Opportunities for the 2020-2021 Programming Year

All opportunities are available as of August 3rd, 2020.

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:
 - **Event Advocate (2)**- attend events (virtual & in-person), speak about benefits of membership, assist with any questions regarding enrollment process.
 - **Membership Outreach (1)**- Responsible for emailing those members whose memberships will be expiring on a monthly basis, respond to inquiries regarding membership enrollment, assist renewing members with enrollment.

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:
 - **Marketing Liaisons (3)**- We are looking for volunteers to help with content creation, posting content on social media, and acting as a liaison between marketing & communications and other Philly SHRM subcommittees.
 - **Philly SHRM Newsletter Director (1)**- We are seeking a volunteer to manage and assemble our quarterly newsletter. The newsletter content is provided in advance of each newsletter completion deadline. Attention to detail is a must and HTML5 experience is preferred, but not required.
 - **Website Director (1)**- We are seeking a volunteer to help manage website updates. Updates may include: board member bios, content on our site pages, updating and adding content to the members only resource area.

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:
 - **Sponsorship Committee Member (3)**- assist sponsorship team in sponsorship efforts including research, contacting sponsors, and other duties as necessary.

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:
 - **Webinar Committee Member (1)**- We are looking to add a volunteer that will assist with preparation for webinars, service as the webinar assistant (introduce speakers on webinars), and attend the pre-webinar run-through to provide any ad-hoc assistance.

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:
 - **Career Development Series/Networking event volunteer (1)**- This team member will assist and support the efforts to plan and coordinate our career development series. Responsibilities include coming up with creative and unique ideas for speaker topics, sourcing quality speakers to engage and educate our members, as well as assisting with the logistical and planning aspects of the day. These same tasks apply to the networking events as well.
 - **Student Chapter Support Member (1)**- Assist us in expanding our relationship with existing schools and SHRM student chapters as well as strive to expand our relationships with other local colleges/universities. This team member will work closely with other members of the team to help plan and implement engaging ways for us to partner with local schools to add value and build partnerships.



Workforce Readiness Committee

The Workforce Readiness (WR) committee is dedicated to supporting workforce initiatives 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:
 - **Workforce Readiness Committee Member (1)**- Assist the team in 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: Position dependent
- Position(s) Available:
 - **Researcher (2)**- 5-10 hours in total-this is project based so once the researcher delivers his/her information/recommendation, he/she is done. Thought Leadership is looking for someone who can research the best ways of delivering content. At a minimum, this person would want to research how Podcasts are produced but we would ultimately need this person to recommend the *best* way to deliver content to meet our members' needs and wants.
 - **Researcher (2)**- no more than 5 hours month Thought Leadership is looking for someone who can research the "next best thing" in the realm of HR. This person would have their ear to the ground and have the pulse of the HR community at large. This person would generate a list of topics that are gaining buzz amongst HR practitioners.
 - **Pens (2)**- 4-6 hours a month Thought Leadership is looking for two volunteers who can reach out to contributors to help them outline and produce either original content or rework existing content to be submitted to the Thought Leadership committee for publication consideration.
 - **Pens (4)** - 4-6 hours a month Thought Leadership is looking for four volunteers who like to write! We need individuals who are excited to bring ideas to life by putting pen to paper. These individuals would work to create substance around already generated ideas and would be free to also recommend topics (or new



formats--like Q&As, blogs) that they are interested in researching and pursuing that are relevant to the HR community. These volunteers must be able to write in a way that excites and delights!

- **Thought Leadership Core Committee (2)- 3-4 hours a month** we are in need of two volunteers who can plug the holes on our current Core Committee team. Roles on this team include manning the TL inbox, corresponding with individuals who have expressed interest in submitting material or who have submitted material, editing written products and/or finding the best placement for written submissions, be they articles, blogs, interviews, etc.

Ready to Volunteer?

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

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

Please email info@phillyshrm.org with any questions.

