

## **HOSPITALITY DIRECTOR**

### Position Summary:

Greet and register monthly program meeting attendees. Coordinate and oversee the monthly door prize raffle. Provide speakers gifts and give them to the Program Director.

### Responsible To:

The members of the Board of Directors and Chapter  
The Chapter President

### Responsibilities:

- Greet all attendees and guests at monthly membership meetings and ensure each new member is personally welcomed by the board and introduced at membership meetings. This may include organizing a “buddy and/or greeter system.”
- Coordinate activities at the member meeting registration table, greet members/guests as they arrive, and assure that all financial transactions are recorded appropriately.
- Ensure all attendees sign the meeting sign-in or registration sheet. Give the completed sign-in/registration sheet to the Membership Director.
- Collect meeting attendee fee and deliver any payments made at the door to the Treasurer. Hand out raffle ticket for door prize drawing and name badge.
- Ensure name badges are provided at monthly meetings and seminars in coordination with the Membership Director, Treasurer or other applicable board members.
- Secure door prizes for monthly drawings and handle the drawing for the prize at each meeting.
- Ensure speaker/presenter gifts are purchased for each program presenter. Coordinate with the Program Director as to who will present gifts.
- Refer to Protocol Procedures and delegate or share responsibilities as needed. Keep procedures current.
- Provide monthly updates to the Board at the monthly Board meetings.
- Coordinate the Hospitality Committee and assure that at least two committee members are at each meeting to check in and greet members and guests.
- Participate in the development 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 of Directors meetings.

### Requirements:

Must be an SHRM member in good standing.

### Resources Available:

- SHRM supplies the following resources for Chapter Hospitality Directors
  - Chapter Best Practices
  - Chapter Position Descriptions
  - SHRM Leaders Guide
  - And MUCH MORE...available online at <http://www.shrm.org/Chapters/resources/chaphelp.asp>