



Awards Chairperson Position Description

Summary:

- Coordinates chapter recognition, awards, and scholarship programs; submits applications for SHRM and HR Florida chapter awards.

Reports To/Direct Reports:

- Reports To: Director
- Direct Reports: Awards Committee Members

Term of Office:

- Appointed by the Greater Pensacola SHRM President for a 1-year term beginning January 1st and ending December 31st.

Requirements:

- Must be a GPSHRM member in good standing for the entire term of office.
- Must meet the eligibility requirements of membership status as a national SHRM member.

Responsible To:

- GPSHRM members
- GPSHRM President

Responsibilities:

- Recruit members to serve on the committee.
- Promote SHRM and HR Florida award offerings (e.g., HR Professional of the Year, Core Leadership Area Awards, etc.) using various types of outreach (e.g., email, newsletter, monthly meetings, chapter website, social media, etc.).
- Collect programmatic data for awards and submit applications on behalf of the chapter (e.g., Chapter Excel Awards, Core Leadership Area Awards, Pinnacle Awards).
- Promote chapter scholarship program using various types of outreach (e.g., email, newsletter, monthly meetings, chapter website, social media, etc.); provide recommendations on scholarship award criteria; coordinate the acceptance and evaluation of scholarship applications.
- Participate in SHRM and HR Florida Certification Core Leadership Area calls and webcasts.
- Attend and participate in monthly membership meetings, if unable to attend, ensure tasks are completed by a backup member; attend board of directors' meetings as requested; provide programmatic updates to membership and board of directors at meetings.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Participate in activities on behalf of the GPSHRM President and/or membership as requested; represent GPSHRM in the human resources community.

- Assist the President and President-Elect with all required SHRM and HR Florida reporting; ensure reports are submitted timely to continue GPSHRM's designation as a chapter in good standing.
- Assist other officers in the performance of their responsibilities, upon request.
- Perform special projects as assigned by the President.