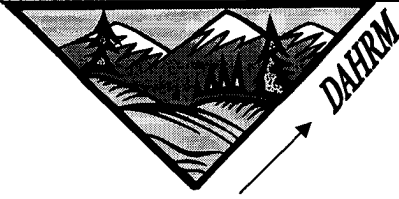


Durango Area Human Resource Managers



Job Descriptions for DAHRM Officers

Positions shall be elected at the January meeting each year with an effective date of January through December of the following year for the duration of service. If an officer is unable to finish their term, current officers will have the opportunity to choose to advance to the next level. Elections will be made for any vacancies.

President

- Ensure monthly meetings have been organized and flyers/notification have been sent.
- Lead meetings by making announcements, welcoming new members/visitors and introduces the speaker.
- Back-up for sending membership info to prospective members.
- Back up contact person for announcements or e-mails for community projects, business services or seminars/trainings from other groups.
- Send "Thank You" notes to speakers after each meeting.
- Organizes and/or serves on committees for special speakers.
- Approves and writes checks from the DAHRM account as back up to Treasurer.
- Provides overall direction for the group, helps with decision making.
- Supports the Vice President and serves as a back up for monthly meeting planning/organizing and communication to the group.
- Strives to provide quality programs, support and leadership in the most professional manner possible.
- Notifies the Webmaster of any changes or updates for the DAHRM website.

Vice President

- Plans all aspects of the monthly programs/speakers:
 1. Creates a year calendar with a program/speaker and Host(s) for each month.
 2. Works with Secretary to create a flyer/e-mail (if the host/speaker need help with one).
 3. Sends the announcement via e-mail.
- Notifies the Webmaster of all meeting information and costs.
- Serves on committees for special presentations/speakers.
- Back-up for President at meetings if the President cannot attend.
- Contact person for announcements or e-mails for community projects, business services or seminars/trainings from other groups.

- ❑ Coordinates yearly membership dues with the Treasurer. Sends out mailing of Membership forms.
- ❑ Notifies the Webmaster of any changes or updates for the DAHRM website.

Secretary

- ❑ Maintains membership roster by communicating with the Treasurer of new and renewing members.
- ❑ Helps design and distribute monthly meeting flyers by working with the Vice President (if the Host/Speaker needs help).
- ❑ Help design any forms or letters for the group.
- ❑ Helps Treasurer or Host collect payment at meetings.
- ❑ Places ad in Durango Herald for special events such as the Annual Law Update
- ❑ Tracks attendance at meetings
- ❑ Notifies the Webmaster of any changes that need to be made on the DAHRM website.

Treasurer

- ❑ Coordinates yearly membership dues/notices with the Vice President.
- ❑ Makes pre-printed receipts for each meeting (if the hostess hasn't already done it).
- ❑ Collects membership dues, make deposits
- ❑ Notifies those who RSVP'd but did not show to pay for cost of meal
- ❑ Notifies Secretary of changes to membership roster (as members join and/or renew).
- ❑ Maintains and reconciles DAHRM checkbook.
- ❑ Writes checks (approved by the President or VP) and deposits as needed.
- ❑ Notifies the Webmaster of any changes that need to be made on the DAHRM website.

Webmaster

- ❑ Regularly updates monthly meeting information, costs, etc. on the DAHRM website.
- ❑ Contact person for any website listings: trainings, membership roster, job postings, website links, etc.
- ❑ Keeps the website as updated as possible with changes each month.
- ❑ Keeps the group informed of software needs/updates.
- ❑ Trains the newly elected Webmaster each year.