

**Human Resources Section Leader**  
**Job Description**



<b>Purpose:</b>	To work collaboratively with the Education Committee and VP of Education to provide high quality education opportunities for Chapter members in the areas of human resources, staffing, recruitment and benefits management for legal professionals.
<b>Term of Service:</b>	One year (April 1 – March 31)
<b>Oversight of:</b>	Human Resources Section Committee
<b>Status:</b>	Extended Board Member
<b>Board Responsibilities:</b>	<p>Submit monthly activity report to VP of Education as appropriate.</p> <p>Attend Board Meetings as needed, but no less than quarterly.</p> <p>Attend the annual Board Retreat.</p> <p>Attend the annual Education Summit.</p> <p>Actively participate in New Member Mentoring Program.</p> <p>Actively participate as a Business Partner “buddy”.</p> <p>Attend a minimum of five Chapter events throughout the year.</p> <p>Find your replacement.</p>
<b>Responsibilities of the Position and Committee(s) you oversee:</b>	<p>Recruit from chapter membership, members to participate on HR Section Committee.</p> <p>With the assistance of committee members, business partners and the VP of Education, plan and coordinate lunch meetings on topics specifically related to the areas of human resources, staffing, recruitment and benefits management.</p> <p>Submit to Chapter Manager <u>at least three weeks in advance of meetings</u> meeting information for weekly Eblast to membership.</p> <p>Submit list of attendees and evaluation forms of section meetings to the VP of Education after each meeting.</p> <p>Personally write, and ask speakers to submit, written articles to PSALA Managing Editor on HR topics.</p> <p>Moderate the HR Section and HREmployment listserves on the Chapter Website.</p>
<b>Committees:</b>	<p>Leader            Human Resources Section Committee</p> <p>Member          Education Committee</p>
<b>Service Benefit:</b>	<p>Complimentary admission to two signature Chapter events each year. Select from:</p> <ul style="list-style-type: none"> <li>*        Annual Diversity and Inclusion Presentation OR</li> <li>*        Passing of the Gavel Chapter Meeting AND</li> <li>*        Summer Social OR</li> <li>*        Holiday Social</li> </ul>