



Director of Internal Relations

Reports to: President

Purpose

Maintain internal communication between association members, responsible for uniting the team under the cohesive team culture. In addition, the Director of Internal Relations will assist with conflict management, organizing team building activities, and integrating/transitioning all team members.

Responsibilities

- Attend all CapHRMA executive meetings
- Send meeting agendas out in a timely manner prior to meeting
- Take minutes during all meetings pertaining to CapHRMA and distribute meeting minutes within 48 hours of when the meeting has taken place to all members
- Help with miscellaneous administrative work
- Assist in ensuring consistent team motivation and productivity (enforcing deadlines)
- Organizing team socials/building activities and team photos
- Monitoring development and transition of association members
- Exercise unbiased and fair judgement during conflict management

Qualifications

- Strong problem-solving and conflict management skills
- Organized and detail-oriented

Outcomes

- Improved writing and communication skills
- Development of leadership abilities from an administrative capacity
- Gain experience networking and establishing relationships
- Conflict management skills
- Team culture development

Time commitment of 2-6 hours/week for the Fall 2019 and Spring 2020 semester.