

**LANCASTER SOCIETY FOR HUMAN RESOURCE MANAGEMENT**  
**(Affiliated Chapter of the Society for Human Resource Management)**

**COMMITTEE RESPONSIBILITIES**

**Committee:** Communications

**Purpose/Mission of Committee:**

To oversee all communications efforts related to keeping LSHRM members informed about activities and events (i.e. monthly meetings, workshops and/or seminars, special events, etc.) planned and carried out by the Board of Directors and committees.

**Committee Responsibilities:**

1. Work closely with all committees to assure that the website, newsletter and press releases reflect their programs and objectives for providing information to LCAHRM members and external audiences.
2. Edit and produce chapter newsletter. This involves working with volunteer writers, newsletter designer, and the LCAHRM administrator to assure that the newsletter is created and distributed efficiently.
3. Assure that [www.lancastershrm.org](http://www.lancastershrm.org) remains an outstanding source of timely information.
4. Maintain contact with local media representatives to implement appropriate means of communication to effectively promote and enhance the HR profession and increase overall exposure for LSHRM and its activities and efforts whenever possible.

**Time Requirements:**

30 – 45 minutes per month for meetings.

Up to 4 hours per month follow-up and projects, depending on committee responsibilities.