



# Military Liaison Director

## Board of Directors

**Board Position:** Military Liaison Director  
**Length of Term:** Two Years  
**Revision Date:** January 2020

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### Position Summary

The Military Liaison Director provides resources and support to veterans and their families during their transition from the military to civilian careers. The Military Liaison Director serves a two-year term.

### Responsibilities

- Establish connections with veterans and provide resources on translating their military job experience to the private industry.
- Identify veteran friendly organizations and jobs opportunities.
- Utilize local veteran services and help connect veterans to appropriate resources.
- Attend and/or coordinate veteran job fairs to support military personnel and their dependents in their career search.
- Provide networking opportunities for veterans and their families with HR professional's, recruiters, and other veterans.
- Respond to inquiries from board in a timely manner to ensure progress of all chapter goals and strategies.
- Complete special projects upon request.
- Read and follow all Chapter Bylaws.
- Develop future leader to fill role as part of the succession planning.
- Represent the chapter in the human resources community.
- Attend 10 out of 12 monthly membership and board meetings.

### Qualifications

- Member of SHRM National
- Designated member of the Hampton Roads Chapter
- Proactive and responsive
- Highly organized
- Comprehend the SHRM body of knowledge
- PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP designation preferred

### Responsible To

- Chapter Members
  - Chapter President
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