

2022 WI SHRM Communications Calendar

Core Council members are required to contribute editorial for at least one (1) eBlast annually.

Communication Contacts

Social Media: Communications/Social Media Director: Jeff Palkowski
forwardHR magazine: Kortney Jenks
 eBlast & Website: MDS

Communication Reach

eBlasts: 8,000+ chapter members & conference attendees
 Website: 6,000+ HR professionals & volunteers
forwardHR magazine: 7,000 chapter and national members
 Social media: 2,000+ members on LinkedIn, Twitter, Facebook, etc.

	Month	Method	Position Responsible
	January	<i>eBlast submissions due 12/29/21</i>	
	Certification Update	eBlast & website	Certification Director
	Save the Date for 2022 Conferences: National, State, Student, Day on the Hill, and Diversity	eBlast, website, & social media	Conference Liaison Director
	State Conference Speaker RFP Open	eBlast, website, & social media	Conference Program Chair
	Legislative Day on the Hill - Last Call to Register	eBlast, website & social media	Legislative Director
	Spring <i>ForwardHR</i> editorials (Theme: TBD at Dec Council Meeting) - Deadline 2/8/22	<i>ForwardHR</i>	Secretary
	2021 Recap and 2022 Goals	eBlast & website	State Director
	Enterprising Leadership Award Winner Article	eBlast & website	State Director Elect
	Promote HR Games (link to website)	eBlast, website, & social media	College Relations Director
	Announce 2022 Vendor Directory	eBlast, website, & social media	MDS
	Statewide Programming List	eBlast & website	MDS
	Job Board Promotion	eBlast & website	MDS
	February	<i>eblast submission due 1/29/22 & forwardHR submissions due 2/8/22</i>	
	State Conference RFP reminder	eBlast	Conference Liaison Director
	Legislative Day on the Hill Update / Reminder	eBlast, website, & social media	Legislative Director
	National eBlast (1 of 2 for Q1) Council website, HR Games, Job Board reminder	At-large members only	MDS
	National Conferences	eBlast, website, & social media	Membership Director
	HR Games Update / Reminder	eBlast, website, & social media	Student Relations Director
	Statewide Programming List	eBlast & website	MDS
	Job Board Promotion	eBlast & website	MDS
	March	<i>eBlast submissions due 2/28/22</i>	
	Certification Update	eBlast & website	Certification Director
	National eBlast (2 of 2 for Q1) Subjects?	At-large members only	MDS
	State Conference Exhibitor Opportunities Open	eBlast, website, & social media	Conference Liaison Director
	Legislative Day on the Hill Recap	eBlast, website, & social media	Legislative Director
	Membership Update	eBlast & website	Membership Director
	National Conferences	eBlast & website	Membership Director

Workforce Readiness Update	eBlast & website	Workforce Readiness Director
Statewide Programming List	eBlast & website	MDS
Job Board Promotion	eBlast & website	MDS
April	eBlast submissions due 3/29/22	
National eBlast (1 of 2 in Q2)		
Job Bank Promotion, Conferences, Diversity Award, Exhibits, etc.	At-large members only	MDS
Certification Update (Spring Testing Window)	eBlast & website	Certification Director
State Conference Save the Date / Exhibitors / Sponsors	eBlast, website, & social media	Conference Liaison Director
Update Master List of Chapter e-mail Addresses	eBlast & website	MDS
SHRM Foundation Scholarships for SHRM Members	eBlast	Foundation Director
National Conferences	eBlast & website	Membership Director
HR Games Recap	eBlast, website, & social media	College Relations Director
Statewide Programming List	eBlast & website	MDS
Job Board Promotion	eBlast & website	MDS
May	eBlast submissions due 4/29/22	
National eBlast (2 of 2 in Q2)		
Special event eBlast	At-large members only	MDS
State Leadership Conference Registration Open	eBlast, website, & social media	Leadership Director
State Conference Exhibitors / Sponsors / Keynotes	eBlast, website, & social media	Conference Liaison Director
State Conference Sponsor / Exhibitor Reminder	eBlast	Conference Liaison Director
Vendor Directory Plan	Website	Conference Liaison Director
Diversity Advocate Award Application	eBlast, website & social media	Diversity Director
Diversity Update (DD meeting, Article and Award Promotion)	eBlast, website, & social media	Diversity Director
Statewide Programming List	eBlast & website	MDS
Job Board Promotion	eBlast & website	MDS
June	eBlast submissions due 5/29/22 & forwardHR submissions due 6/3/22	
State Conference Registration Open	eBlast & social media	Conference Liaison Director
Vendor Directory Plan	Website	Conference Liaison Director
Diversity Award Application	eBlast & Website	Diversity Director
Foundation Article	eBlast & website	Foundation Director
SHRM Foundation Scholarships for SHRM Members	eBlast	Foundation Director
State Leadership Conference Registration Open	eBlast & website	Leadership Director
Membership Update	eBlast & website	Membership Director
Fall <i>ForwardHR</i> editorials (Theme: State Conf 2021)	<i>ForwardHR</i>	Secretary
Council Nominations / Conference Co-chairs	eBlast & website	State Director / Past Director
Student Scholarship Winner (possible rebranding)	eBlast	College Relations Director
Statewide Programming List	eBlast & website	MDS
Job Board Promotion	eBlast & website	MDS
July	eBlast submissions due 6/29/22	

National eBlast (1 of 2 in Q3) Conference, Foundation, Diversity Award, Job Bank, Workforce Readiness	At-large members only	MDS
Vendor Directory Plan	Website	State Conference Sponsorship Committee
Diversity Award Application Deadline	eBlast & Website	Diversity Director
State Leadership Conference - Registration Open	eBlast & Website	Leadership Director
State Conference Early Bird Registration Ends	eBlast & social media	Conference Liaison Director
Mid-year Update from State Director	eBlast & website	State Director
National Conference Recap	eBlast, website, & social media	State Director
Council Nominations / Conference Co-chairs	eBlast & website	State Director / Past Director
Statewide Programming List	eBlast & website	MDS
Job Board Promotion	eBlast & website	MDS
August eBlast submissions due 7/29/22		
National eBlast (2 of 2 in Q3) Special Event eBlast	At-large members only	Communications/Social Media Director & State Conf Committee
State Conference Registration Reminder	eBlast & social media	Conference Liaison Director
Vendor Directory Plan	Website	State Conference Sponsorship Committee
Enterprising Leadership Award Applications Open	eBlast & website	State Director Elect
Council Nominations / Conference Co-chairs	eBlast & website	State Director / Past Director
Statewide Programming List	eBlast & website	MDS
Job Board Promotion	eBlast & website	MDS
September eBlast submissions due 8/29/22		
State Conference Last Chance to Register	eBlast, website, & social media	Conference Liaison Director
Vendor Directory Plan	Website	State Conference Sponsorship Committee
State Conference Foundation Basket / Activity Reminder	eBlast & social media	Foundation Director
State Leadership Conference Recap	Website	Leadership Director
Membership Update / Visit WI SHRM Booth at Conference	eBlast & website	Membership Director
Council Nominations / Conference Co-chairs	eBlast & website	State Director / Past Director
Enterprising Leadership Award Applications Open	eBlast & website	State Director Elect
Workforce Readiness Article	eBlast & website	Workforce Readiness Director
Statewide Programming List	eBlast & website	MDS
Job Board Promotion	eBlast & website	MDS
October No eBlast due to State Conference		
<i>No e-blast due to conference</i>		
National eBlast (1 of 2 in Q4) Subjects?	At-large members only	Communications/Social Media Director
November eBlast submissions due 10/29/22		
National eBlast (2 of 2 in Q4) Subjects? watch timing due to SHRM Natl Blackout all of Dec	At-large members only	MDS

Certification Update (Winter Testing Window)	eBlast & website	Certification Director
State Conference Recap	eBlast, website & social media	State Conference Co-Chairs
Interest in joining State Conference Committee	eBlast, website, & social media	Conference Liaison Director
Announce Future Co-Chairs	eBlast, website, & social media	State Director / Conference Liaison Director
Foundation Article - Donation Reminder	eBlast & website	Foundation Director
MDS to obtain updated 2023 Council Roster	Website	MDS
Statewide Programming List	eBlast & website	MDS
Job Board Promotion	eBlast & website	MDS

December eBlast submissions due 11/29/22

Spring ForwardHR theme decision due December 1 to Ed Partners	<i>ForwardHR</i>	Secretary
Happy Holidays Message / Thanks to Outgoing State Council	eBlast & website	State Director
Announce New Council (deadline: after State Council Mtg)	eBlast & website	State Director
Enterprising Leadership Grant Award article	eBlast & website	State Director / State Director Elect
Diversity Award Winner Article	eBlast & website	Diversity Director
Day on the Hill - Save the Date	eBlast	Legislative Director
Membership Update	eBlast & website	Membership Director
Statewide Programming List	eBlast & website	MDS
Job Board Promotion	eBlast & website	MDS