

PROGRAM DIRECTOR

Position Summary:

Manage the development and provision of programs, workshops, seminars, and other services provided by the Chapter. Direct and manage the activities of the Program Committee and/or other applicable committees.

Responsible To:

The members of the Board of Directors and Chapter
The Chapter President

Responsibilities:

- Chair meetings of the Program Committee to select topics and speakers for monthly program and/or other meetings in order to provide information on topics of broad interest to Chapter members.
- Recruit members to serve on Program Committee, as needed.
- Coordinate efforts with other Chapter Board of Directors Members to best serve the membership.
- Serve as resource to committee members in arranging monthly meetings. Delegate responsibilities as needed.
- Contact potential speakers and make arrangements for selected meetings.
- Write articles for newsletters describing the programs and obtain bios of speaker(s) for newsletter and program announcement.
- Review final preparations for meetings to assure that meetings run smoothly.
- Review program evaluations for feedback to be used in planning future events.
- Serve as liaison between the members of the Program Committee or other applicable committees.
- Provide information regarding programs and services to members, potential members, and others, through presentation, written communications, and personal contact.
- Locate a place to hold monthly programs/meetings. Book dates for monthly programs/meetings or seminars.
- Notify meeting facility of media equipment needs, refreshment amounts, etc. needed monthly. Monitor and adjust refreshments amount, media equipment, etc. as needed. Work with facility staff to resolve issues.
- Refer to Program Checklist and delegate or share responsibilities as needed. Keep checklist current.
- Secure HRCI recertification credits for qualifying programs and provide approved credit forms to attendees.
- Keep abreast of developments in the human resources field in order to provide timely programs and services.
- Develop survey to solicit input from members regarding program preferences, times, etc.
- Act as liaison between the Board of Directors and the committee chairs.
- Participate in the development and implementation of short-term and long-term strategy planning for the Chapter.
- Represent the Chapter in the Human Resources community.
- Attend all monthly membership and Board of Directors meetings.

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Requirements:

Must be an SHRM member in good standing.

Resources Available:

- SHRM supplies the following resources for Chapter Program Chairs
 - Chapter Best Practices (including program ideas)
 - Chapter Position Descriptions
 - Guide to Hosting an SHRM Speaker
 - SHRM Leaders Guide
 - SHRM Speakers Bureau
 - And MUCH MORE...available online at
<http://www.shrm.org/Chapters/resources/chaphelp.asp>