



PROGRAM DIRECTOR

Position Summary:

Manage activities related to providing monthly Chapter programs to include seminars, workshops, and other professional development opportunities for the chapter membership.

Responsible to:

The members of the chapter
The chapter president

Responsibilities:

- Distribute request for proposal for speakers for monthly Chapter meetings.
- Contact potential speakers and make arrangements for selected meetings.
- Write articles for newsletters and press releases describing the programs and submit to Communications and Marketing Director.
- Send speaker biography and picture, program description and sponsor information to President Elect for monthly meeting announcements.
- Arrange for the speakers' needs regarding technology and materials needed for each monthly meeting. Ensure the speaker's A/V equipment is prepared for the meeting (i.e., screen, microphone, projector).
- Acquire and submit to assigned Board member detailed information needed for HRCI and SHRM recertification credit approval.
- Review monthly program evaluations for feedback to be used in planning future events.
- Send thank you notes to speakers after meetings.

General Board Responsibilities:

- Identify and acquire sponsors for chapter meetings and events who are willing to assist the chapter financially in return for an opportunity to promote their product or service to members.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors' meetings.

Resources Available: *SHRM supplies the following resources for chapter **program** directors:*

- *Chapter Best Practices (including program ideas)*
- *Chapter Position Descriptions*
- *Fundamentals of Chapter Operations*
- *Guide to Hosting a SHRM Speaker*
- *Fundamentals of Chapter Operations*
- *SHRM Speakers Bureau*
- *SHRM Chapter Speaker Program*

And MUCH MORE...available online at www.shrm.org/vlrc