

PROGRAMS CO-DIRECTOR

This position serves as Program Chairman for the monthly workshop and seminar meetings. This role can supervise two Assistant Directors, one over workshop programs, the other over seminar meetings. This officer performs such other duties as the Board and the President may determine.

Position Summary:

Manage the activities of the program committee to provide monthly and satellite programs for the chapter membership.

Responsible To:

The members of the chapter
The chapter president

Responsibilities:

- Chair meetings of the program committee to select topics and speakers for monthly program and satellite meetings in order to provide information on topics of broad interest to chapter members.
- Recruit members to serve on program committee.
- Coordinate efforts with other members of the chapter board of directors to best serve the membership.
- Serve as resource to committee members in arranging monthly meetings.
- Contact potential speakers and make arrangements for selected meetings. Write articles for newsletters describing the programs.
- Provide information regarding programs and services to the administrative office, newsletter editor, members, and others through presentations, written communications, and personal contact.
- 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.
- 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 chairs
 - Chapter Best Practices (including program ideas)
 - Chapter Position Descriptions
 - Guide to Hosting an SHRM Speaker
 - Fundamentals of Chapter Operations
 - SHRM Speakers Bureau
 - SHRM Chapter Speaker Program

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