

Position Title: Vice President, Programming

Position Summary:

Serve as an appointed/elected member of the Chapter leadership. Manage the activities of the programming committee to provide regular programs for the Chapter membership. It is advisable that the Vice President, Programming serve a multiple-year term, up to a maximum term of five (5) years on the Board.

Responsible To:

The members of GMA SHRM
The Chapter President

Position Responsibilities:

- Lead the Programming Committee. Delegate following responsibilities as appropriate.
- Oversee the planning and implementation of Chapter programming events, including the One Day Conference.
- Strategically plan topics and speakers for Chapter meetings in order to serve member needs.
- Serve as a liaison between speakers and the Chapter.
- Provide information regarding programs and services to the Board, Chapter Administration, Newsletter Editor, members, and others through presentations, written communications, and personal contact.
- Coordinate HRCI Pre-Approved Recertification credit for programs.
- Conduct and review program evaluations for feedback to be used in planning future events.
- Keep abreast of developments in the human resources field in order to provide timely programs and services.
- Participate in SHRM HRCI Core Leadership Area conference calls and webcasts.
- Coordinate and/or write regular programming updates for Chapter newsletter.

General Board Responsibilities:

- Present regular updates to the Chapter President and Board.
- Participate in the development and implementation of short-term and long-term strategy planning for the Chapter.
- Complete respective area of responsibility of the Chapter Achievement Plan (CAP.)
- Represent the Chapter in the human resources community.
- Attend all GMA SHRM Board meetings.
- Respond to any other requirements of the Chapter President.
- Maintain SHRM membership for term of office.

Last Updated: 3/19/2008