

Position Title: Director, Professional Development Summits

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.

Responsible To:

The members of GMA SHRM
The Vice-President of Programming
The Chapter President
State Council Programming Director

Position Responsibilities:

- Lead the Programming Committee in developing and supporting programming activities that reflect member needs and interests. As appropriate, delegate any of the following responsibilities to Committee Chairs or members.
- Oversee the planning and implementation of Chapter Professional Development Summits and other programming events.
- Lead an annual member survey assessing member programming needs and interests.
- Strategically plan topics and speakers for Chapter meetings in order to serve member needs.
- Lead an annual Call for Presentations (CFP) process to ensure that speaker opportunities are known to a wide array of possible presenters and then to select the best match for Chapter 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.
- Ensure that all eligible programming events are submitted for HRCI and SHRM Pre-Approved Recertification credit.
- 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.

General Board Responsibilities:

- Present regular updates to the Chapter President and Board.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Complete respective area of responsibility of the SHRM Affiliate Program for Excellence (SHAPE) requirements.
- 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.
- Complete quarterly review of Chapter Administrators.

Last Updated: 06/08/2018