Position Title: Vice President, Programming

Position Summary:

Serve as an appointed/elected member of the Chapter leadership. Manage the activities of the Programming Committee and Human Capital Conference Committee to provide quality 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
State Council Programming Director

Position Responsibilities:

- Work with the Director of Professional Development Summits in developing and supporting programming activities that reflect member needs and interests.
- Work with the Director of the Human Capital Conference in developing content and coordination of the conference.
- Act as the liaison between the Directors of Professional Development Summits and the Human Capital Conference and their respective committees to support sharing of best practices, information, speakers, and ongoing activities in each group.
- Assist the Director of Professional Development Summits on an annual member survey assessing member programming needs and interests.
- Provide information regarding the professional development summits and the conference to the Board.
- 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