



JOB DESCRIPTION

DIRECTOR OF HUMAN CAPITAL CONFERENCE (Last Updated – 09-01-2024)

Position Description & Duties:

The Director of Human Capital Conference is responsible for the planning and oversight of all details related to the annual Human Capital Conference.

Responsible To:

Vice President of Programming

Responsibilities:

- Collaborate with committee members to determine topics and secure speakers for keynotes and breakout sessions.
- Schedule committee meetings monthly or as needed, prepare agendas, and take meeting minutes.
- Obtain bios and topic descriptions from all speakers.
- Ensure speaker agreements are received and logistics are communicated.
- Coordinate with Chapter Administrator and Director of Certification on recertification submissions for both HRCI and SHRM.
- Adhere to the conference budget.
- Work with the Director of Corporate Relations to coordinate event sponsorship logistics.
- Review the event script created by Chapter Administrator, including announcements and sponsor recognition.
- Assign tasks to ensure sufficient volunteers on the day of the event.
- Review survey feedback post-event and make necessary adjustments for the following year.
- Provide ideas for the EXCEL award.
- Contribute to the development and implementation of short-term and long-term strategic planning for the chapter.
- Ensure leadership continuity through succession planning.

Requirements:

- Regular attendance at GMA SHRM board meetings is expected.
- Attendance at bi-annual GMA SHRM strategic planning meetings is expected.
- Participation in annual GMA SHRM budget meetings is expected.

Term & Commitment:

- Serves a one-year term beginning the first day of July and ending the last day of June. Maximum term of five years on the Board.
- Monthly time commitment: three to seven hours.