Elk River, MN

PROGRAM DIRECTOR

Position Summary:

Manage the Chapter's educational program offerings ensuring relevant and timely topic content for Chapter membership. Core Leadership Position serving 1-year term with no more than 2 consecutive terms.

Responsible To:

The members of the Chapter
The Chapter President

Requirements:

- Must maintain SHRM membership in good standing
- SHRM Certification highly encouraged
- Must attend monthly membership meetings and Board meetings as scheduled

Responsibilities:

- Secure speakers for monthly Chapter meetings
- Submit necessary documentation to SHRM/HRCI for program recertification credits
- Contact potential speakers and plan for selected meetings, including selecting sites and promoting the program
- Provide information through presentations, written communications, and personal contact regarding programs to the Chapter Board members, Chapter Officers, Communications Director, members, and others as needed
- Ensure Chapter's designation as an "Approved SHRM and HRCI Provider" is updated annually
- Review final preparations with speaker(s) to ensure that meetings run smoothly
- Review program evaluations for feedback to be used in planning future events
- Recruit members to serve on Program Committee, as needed
- Oversee Program Committee members as needed
- Chair meetings of the Program Committee, if applicable, to select topics and speakers for monthly programming seminars to provide in-depth and timely professional educational opportunities for Chapter members
- 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
- Upon completion of the position's term, assist the incoming Programs Director to assist in a smooth transition of responsibilities and continuity of knowledge and resources
- Provide Program updates at Board of Director meetings.

Additional information and resources are available online at www.shrm.org/vlrc

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