



Vice-President, Programs & Professional Development

The Vice President of Programs & Professional Development is an elected and crucial leadership role on the Board of Directors, responsible for overseeing the planning, development, and implementation of the chapter's programs and professional development initiatives. This position involves ensuring that the chapter's programs are aligned with its mission, effectively managed, and impactful.

The Vice President of Programs and Professional Development works closely with the President, President-Elect, Committee Chairs, and Committee Members to enhance program offerings and promote the professional growth of members.

Responsible to:

- President
- Chapter Membership

Key Duties and Responsibilities:

Program Strategy and Oversight

- Lead the development and execution of the chapter's programmatic strategy, ensuring that programs align with the organization's mission and strategic goals.
- Oversee the planning, implementation, and evaluation of all programs, ensuring they are of high quality, relevant, and impactful.
- Monitor program performance, using data and feedback to make informed decisions and continuous improvements.

Professional Development Initiatives

- Develop and implement professional development opportunities for members, including workshops, training sessions, webinars, and other educational programs.
- Identify emerging trends and needs within the HR field, ensuring that the chapter's professional development offerings are current, relevant, and valuable.
- Collaborate with industry experts, partners, and other organizations to enhance the breadth and quality of professional development programs.

Leadership and Collaboration

- Work closely with the President, President-Elect, and other board members to align programmatic and professional development activities with the chapter's overall mission and goals.
- Provide leadership and guidance to program-related committees, ensuring they operate effectively and align with the chapter's objectives.
- Collaborate with the leadership team to ensure smooth and effective program delivery and management.
- Provides support and direction to chapter leaders to complete the SHRM Affiliate Program for Excellence (SHAPE) Year-End Report.

Program Development and Innovation

- Identify opportunities for new programs and initiatives that address the needs of the chapter's members and broader HR community.
- Lead efforts to innovate and expand the chapter's program offerings, ensuring they remain relevant and impactful.
- Develop pilot programs and oversee their implementation, assessing feasibility and scalability for broader adoption.

Budgeting and Resource Management

- Work with the Treasurer to develop and manage budgets for programs and professional development initiatives.
- Ensure that programs are delivered within budget and that resources are allocated effectively to maximize impact.
- Explore funding opportunities, including sponsors and partnerships, to support programmatic growth and sustainability.

Stakeholder Engagement

- Engage with members, partners, and other key constituents to gather input and feedback on programs and professional development needs.
- Foster relationships with industry leaders, educational institutions, and other organizations to enhance program offerings and create collaborative opportunities.
- Represent the chapter at events, conferences, and meetings related to programs and professional development.

Board Engagement and Reporting

- Provide regular updates to the Board on the status, impact, and challenges of programs and professional development initiatives.
- Participate actively in board meetings, contributing to the chapter's overall strategic direction and decision-making processes.
- Collaborate with the Board to set program goals and track progress, ensuring alignment with the chapter's strategic plan.

Ethical and Legal Compliance

- Ensure that all programs and professional development activities comply with relevant legal, ethical, and professional standards.
- Address any issues or challenges related to program delivery or professional development, providing leadership in resolving them and maintaining the organization's integrity.