



JOB DESCRIPTION

Position title:	Conference Chair	Effective:	8/1/2018
Reports to:	President	Status:	Volunteer
Level:	Board Member, Chapter	Term:	2 years

Position Summary

Manage the activities of the conference committee to provide conference programs for the chapter membership.

Responsible To:

- The members of the chapter
- The chapter president

Position Responsibilities

- Chair meetings of the conference committee to select topics and speakers for programs and to provide information on topics of broad interest to members.
- Recruit members to serve on conference committee.
- Work with Meeting Planner to recommend to the Board of Directors the site/location for the conference and meet with site personnel about services, etc.
- Negotiate contracts, for the approval of the Board of Directors, with site personnel, vendors, hotels, caterers, etc.
- Develop a timeline and budget for the conference.
- Coordinate efforts with state chapters and state council to best serve the membership.
- Serve as resource to committee members in arranging periodic/regular meetings of the committee.
- Partner with VP, Programs to contact potential speakers and make arrangements for breakout sessions. Write articles for newsletters describing the annual conference.
- Provide information regarding programs and services to the newsletter editor, members, and others through presentations, written communications, and personal contact.
- Promote the conference to chapter members, state council members, and at-large members as well as any other possible attendees. Obtain mailing lists from chambers of commerce, other associations, etc.
- Partner with the Volunteer Chair and Business Partner Chair to staff the conference and secure business partnerships, respectively.
- Review final preparations to assure that conference runs smoothly.

- Review program evaluations for feedback to be used in planning future events.
- Serve as liaison between the members of the conference committee.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Ensure the conference webpage is up to date with relevant content.
- Represent the chapter in the human resources community.
- Attend all monthly membership and board of directors' meetings.
- Upon completion of the position's term, assist the incoming Conference Chair to assure a smooth transition of responsibilities and continuity of knowledge and resources.

Requirements:

- Must be an SHRM member in good standing for entire term of office.
- Must be willing to attend SHRM functions and work in a consistent timely fashion.
- SHRM-CP or SHRM-SCP Certification preferred.

Resources Available:

- SHRM supplies the following resources for chapter Conference Chairs:
 - Chapter Best Practices (including program ideas)
 - Chapter Position Descriptions
 - Guide to Hosting an SHRM Speaker
 - Planning a Successful Conference
 - Fundamentals of Chapter Operations
 - SHRM Speakers Bureau
 - SHRM Chapter Speaker Program

And MUCH MORE...available online at the [SHRM's Volunteer Leader Resource Center](#).

Note: Check for new and updated resources that are continually being developed