



## JOB DESCRIPTION

<b>Position title:</b>	<b>Vice President, Programs</b>	<b>Effective:</b>	<b>8/1/2018</b>
<b>Reports to:</b>	<b>President</b>	<b>Status:</b>	<b>Volunteer</b>
<b>Level:</b>	<b>Executive Board Member, Chapter</b>	<b>Term:</b>	<b>2 years</b>

### Position Summary

Manage the activities of the program committee to provide monthly and satellite programs for the chapter membership.

#### Responsible To:

- The members of the chapter
- The chapter president

### Position Responsibilities

- Chair meetings of the program committee to select topics and speakers for monthly program in order to provide information on topics of broad interest to chapter members.
- Recruit members to serve on program committee. Assist members of the committee as needed or requested.
- Coordinate efforts with other members of the chapter board of directors to best serve the membership.
- Serve as resource to committee members in arranging monthly meetings.
- Contact potential speakers and make arrangements for selected meetings.
- Write articles for newsletters describing the programs.
- Distribute to the membership all meeting announcements and other information.
- Provide information regarding programs and services to the chapter management, Marketing Chair, Social Media Chair, members, and others through presentations, written communications, and personal contact.
- Oversee marketing and promotion of chapter programs to include chapter website, email communications to membership, newsletter, social media, etc.
- Apply for SHRM PDCs and recertification credits for chapter meetings and assist the Conference Chair in obtaining SHRM PDCs and recertification credits for the annual conference.
- Review final preparations for meetings to assure that meetings run smoothly.
- Review program evaluations for feedback to be used in planning future events. Provide feedback report to speaker and board of directors.

- Keep abreast of developments in the human resources field in order to provide timely programs and services.
- Work with the President-Elect to maintain the Call for Speakers forms and procedures.
- Be a mentor to select board positions as identified by the President.
- Recommend community service projects to be supported by the chapter.
- Serve as liaison between members of the programs committee.
- Maintain communication with the state council and SHRM staff as needed.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Ensure chapter website is up to date with relevant content regarding chapter programming.
- 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 Vice President, Programs 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.
- Must be willing to be in the succession plan to President-Elect, President, and Past-President positions.

#### **Resources Available:**

- SHRM supplies the following resources for chapter programming:
  - Chapter Best Practices (including program ideas)
  - Guide to Hosting an SHRM Speaker
  - 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.