

PROGRAM CHAIR

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

Responsibilities:

- Chair meetings of the program committee to select topics and speakers for monthly program and satellite meetings in order to provide information on topics of broad interest to chapter members.
- Recruit members to serve on program committee.
- 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.
- Maintain meeting notice and registration on chapter website.
- Provide information regarding programs and services to the board, and others through presentations, written communications, and personal contact.
- Review final preparations for meetings to assure that meetings run smoothly.
- Review program evaluations for feedback to be used in planning future events.
- Serve as liaison between the members of the program committee.
- 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.
- Attend all monthly membership and board of directors meetings.

Resources Available:

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

And MUCH MORE...available online at www.shrm.org/vlrc