**PROFESSIONAL DEVELOPMENT 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.
* Prepare attendee name tags and provide check-in services at monthly programs.
* 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.
* Provide information regarding programs and services to the administrative office, newsletter editor, members, 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.

Requirements

* Attend in person a minimum of 80% of scheduled Board of Director meetings
* Regularly attend NCHRA events
* Attend via phone/e-mail monthly team check-ins
* Attend via phone quarterly CO-SHRM program calls
* Come prepared to Board of Director meetings with speaking topics and review previous meetings minutes prior
* If you are unable to maintain and meet the above requirements the Board may review and make recommendations for removal based on the Chapter by-laws.

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
  + SHRM Leaders Guide
  + SHRM Speakers Bureau
  + SHRM Chapter Speaker Program
  + Also available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)