VP PROFESSIONAL DEVELOPMENT

Position Summary:
Coordinates the human resource training and development activities for the state council, SHRM professional chapters and their members.

Responsible To:

All members of the chapter
The chapter president

Responsibilities:

- Chair meetings of the program committee to select topics and speakers for monthly programs 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.
- Lead brainstorming discussions at the monthly board meetings to share contacts and ideas.
- Serve as resource to association management professional in arranging monthly meetings by providing event copy, speaker bios and headshots, and other relevant information.
- Contact potential speakers and plan for selected meetings.
- 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.
- Provides support and direction to chapter leaders to complete the Chapter SHRM Affiliate Program for Excellence (SHAPE) Year-End Report.
- Participate in development and implementation of short- and long-term strategic planning.
- Represent the chapter in the Human Resources community.
- Attend all monthly chapter and board meetings

Resources Available:

- SHRM supplies the following resources for chapter directors
    - Chapter Best Practices
    - Chapter Position Descriptions
    - Chapter Web Site Toolkit
    - How to Publish a Chapter Newsletter
    - SHRM-Approved Graphics for Chapters
    - SHRM Graphic Standards Manual for Affiliates
    - Fundamentals of Chapter Operations
    - Working with the Media

Available online at www.shrm.org/vlrc