



Job Description

Board Position: Director of Programs
Length of Term: Two Years
Revision Date: March 2024

Position Summary

The Director of Programs is responsible for researching, locating and confirming speakers for monthly membership meetings and other events. The Director of Programs serves a two-year term.

Responsibilities

- Provide information regarding topics and speakers for monthly program meetings in order to provide information on topics of interest to chapter members.
- Coordinate efforts with other chapters and members of board of directors to best serve the membership.
- Contact potential speakers and plan for monthly meetings including AV and IT needs, handouts and other needs of the speaker.
- Review chapter bylaws with speakers concerning solicitation of members.
- Review final preparations for monthly chapter meetings to assure that meetings run smoothly; certification certifications are distributed.
- Review program evaluations for feedback for future planning.
- Close out and handle final audit of event.
- Send thank you notes to speakers.
- Maintain and update chapter website regarding event and speaker lineup, including selection of graphics, images, and other event related information.
- Maintain event registrations.
- Ensure any event or speaker/potential speaker forms, documents, disclosures, etc. are maintained on the website.
- Participate in the development and implementation of short-term and long-term planning for the chapter.
- Respond to inquiries from board in a timely manner to ensure progress of all chapter goals and strategies.
- Complete special projects upon request.
- Read and follow all Chapter Bylaws.
- Develop future leader to fill role as part of the succession planning.
- Represent the chapter in the human resources community.
- Attend 10 out of 12 monthly membership and board meetings.

Qualifications

- Member of SHRM National

- Designated member of the Hampton Roads Chapter
- Proactive and responsive
- Highly organized
- Comprehend the SHRM body of knowledge
- PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP designation preferred

Responsible To

- Chapter Members
- Chapter President