

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 Chapter Board of Directors Members 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 strategy 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
 - SHRM Leaders Guide
 - SHRM Speakers Bureau
 - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/chaphelp.asp>