



VP of Programs

Position Summary

Manage the selection of the monthly program topics and speakers. Program topics should provide information on topics of broad interest to the chapter members.

Responsibilities

- Contact potential speakers and make arrangements for selected meetings.
- Write articles for newsletters describing the programs.
- Provide information regarding programs and services to the board, members and others through presentations, written communications, and personal contact.
- Review final preparations for meetings to assure that meetings run smoothly.
- Serve as resource to committee members in arranging monthly meetings.
- Review program evaluations for feedback to be used in planning future events.
- Coordinate efforts with other members of the chapter board of directors to best serve the membership.
- Recruit members to serve on program committee.
- Chair meetings of the program committee to select topics and speakers for monthly program in order to provide information on topics of broad interest to chapter members.
- Serve as liaison between the members of the program committee.
- Provide programs updates to members at chapter meetings.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Attend and participate in all scheduled chapter meetings.
- Represent the chapter in the human resources community.

Responsible To

- The members of the chapter
- The chapter president

Resources Available

SHRM supplies the following resources for chapter exhibitor 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