

PROFESSIONAL DEVELOPMENT CHAIR

Position Summary:

Manage the professional development function to provide seminars, workshops and other professional development opportunities for the chapter membership.

Responsible To:

The members of the chapter
The chapter president
State council professional development director

Responsibilities:

- Chair the professional development committee to select topics and speakers for periodic seminar and workshops to provide in-depth and timely professional development opportunities for members. Programs include, but not limited to: quarterly seminars, HR 101 Bootcamp (April), and others as determined by the Board and/or professional development committee.
- Recruit members to serve on professional development committee.
- Serve as liaison between the members of the professional development committee.
- Coordinate efforts with other chapters, members of boards of directors (including Nevada State Board of Directors, as needed) to best serve the membership.
- Contact potential speakers and make arrangements for selected programs, including selecting sites and promoting the program (via the Administrator).
- Provide information regarding workshops and services to the Administrator, Board, members and others, through presentations, written communications, and/or personal contact.
- Submit programs for pre-approval of recertification credits to HRCI via the website.
- Review final preparations for programs to assure that they run smoothly. Ensure that all logistical items are completed and that materials, food and drinks, and equipment are available as required.
- Attend programs (or appoint a substitute if unable) to ensure they run smoothly.
- Send e-mail program evaluations to participants and collect data. Review program evaluations for feedback to be used in planning future events. Report on feedback to the Presenter and/or Board as necessary.
- Send thank you letters to presenters on behalf of SNHRA.
- Assist with professional development initiatives adopted by the board of directors.
- Attend all monthly membership and board of directors meetings.
- Participate in the SHRM Professional Development Core Leadership Area conference calls and webcasts.
- 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.
- Complete other assignments as requested by the president or the board of directors.

Resources Available:

- SHRM supplies the following resources for chapter professional development chairs
 - SHRM Affiliate Program for Excellence (SHAPE)
 - Chapter Leader Resource Guide: Fundamentals of Chapter Operations
 - Chapter Best Practices
 - Guide to Hosting an SHRM Speaker
 - SHRM Leaders Guide
 - SHRM Speakers Bureau
 - SHRM Chapter Speaker Program
 - www.shrm.org/vlrc