

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 members of the chapter board of directors to best serve the membership.
- Contact potential speakers and make arrangements for selected meetings. Write marketing articles for the website and newsletter describing the programs.
- Provide information regarding programs and services to the Association Management Company (AMC), newsletter chair, members, and others through presentations, written communications, and personal contact.
- Provide speaker topic, topic marketing information and speaker biographic information to the administrator at least 60 days in advance of the meeting/event.
- Provide speaker's audio/visual requirements to the hospitality chair at least 45 days in advance of the meeting/event.
- Review final preparations for meetings to assure that meetings run smoothly.
- Review program evaluations for feedback to be used in planning future events.
- Send thank you letters to presenters on behalf of SNHRA.
- Attend all monthly membership and board of directors meetings.
- 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 program chairs
 - Chapter Best Practices (including program ideas)
 - Chapter Position Descriptions
 - Guide to Hosting an SHRM Speaker
 - Chapter Leader Resource Guide: Fundamentals of Chapter Operations
 - SHRM Speakers Bureau
 - SHRM Chapter Speaker Program
 - www.shrm.org/vlrc