



Chapter Programs Director

Function:

Coordinates the human resource training and development activities for the local chapter, SHRM professional chapters and their members.

Responsible To:

- The Chapter President

Responsibilities:

1. Reports to the chapter president on a regular basis concerning chapter member training and development activities, accomplishments and opportunities.
2. Assists the local chapter with human resource professional development programs for members.
3. Develops and/or coordinates chapter orientation initiatives.
4. Maintains a clearinghouse of chapter speaker information and program topics.
5. Works with chapter leaders by providing resources for chapter programs.
6. Schedules all presenters for the year for the monthly chapter meetings.
7. Coordinates the monthly chapter meeting event details in the system, including registration and promoting the monthly chapter meeting.
8. Manages the monthly chapter meeting by introducing the presenter and assisting them with all their presentation needs.
9. Follows up with attendees following the monthly chapter meeting with SHRM and HRCI credit information.
10. Sends "thank you gifts" to each presenter.
11. Participate in the chapter responsibilities at the annual state conference.
12. Attend at least 75% of all monthly chapter board meetings.

Updated: 5/14/21

SHRM Resource: <https://community.shrm.org/vlrc/leadership/leadership-chapters/chapter-position-descriptions>