

*Be the catalyst to empower the advancement of human resources.*

**Job Description**

**Position:** Program Director

**Position Summary:** Identify, suggest and secure speakers for monthly membership programs in accordance with the board of director’s strategic plan. Coordinate the annual meeting of the chapter. Collaborate and communicate with the certifications director, communications director and president to obtain certification professional development credits for SHRM and HRCI. OR Manage the activities of the program committee to provide monthly and satellite programs for the chapter membership.

**Responsible To:**

* Members of the chapter
* Chapter president and board of directors

**Essential Duties and Responsibilities:**

* Chair program committee to select topics and speakers for programs and to provide information on topics of broad interest to members.
* Recruit members to serve on program committee.
* Coordinate efforts with other members of the chapter board of directors to best serve the membership.
* Serve as resource to committee members in arranging monthly meetings.
* Contact potential speakers and make arrangements for meetings. Obtain speaker bio’s and presentation summary to share with communications director and certification director.
* Write articles for newsletters and provide information regarding programs to newsletter editor, members and others through presentations, written communications and personal contact.
* Promote meetings to chapter members, at-large members and other possible attendees. Obtain mailing lists from chambers of commerce, other associations, etc.
* Communicate with the communications director and certifications director to obtain professional development credits and promote upcoming events to chapter membership.
* Select site/location for the meeting and meet with site personnel about menu, AV, and other services. Provide meeting attendance count to caterer at least 48 hours in advance of meeting. Review final preparations for meetings to assure meetings run smoothly.
* Negotiate contracts with site personnel, vendors, hotels, caters, and speakers.
* Develop and monitor program budget.
* Review program evaluations for feedback to be used in planning future events.
* Serve as liaison between the members of the program committee and the board.
* Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
* Represent the chapter in the human resource community.
* Attend all monthly membership and board of director’s meetings.

**Other Duties and Responsibilities:**

* Provide contacts and resources to help grow and develop the organization and its members.
* As an active Board member, submit agenda items for board and chapter meetings, ask critical questions, and assist with Board decisions that affect Chapter membership.
* Must be in “good standing” within the Chapter.
* Know or build knowledge about the Chapter and SHRM.
* Follow SHRM Code of Ethics.
* Stay informed of human resource trends and timely issues affecting the profession and organization.
* Assist with social media applications.
* Maintain confidentiality of chapter board issues and membership data.
* Maintain adequate records for use by successors and other board members.
* SHRM membership is strongly encouraged.

**Requirements:**

* Ability to secure topical speakers for monthly meetings
* Ability to negotiate
* Present a professional appearance and friendly manner
* Be dependable and punctual
* Willingness to participate and engage in chapter and community activities as a volunteer
* Be courteous and personable when dealing with the public
* Be self-directed, willing to take initiative, and detail-oriented
* Respect and maintain confidentiality of HRMN volunteers, partners, and donors
* Computer skills are desired, but not necessary

**Training & Resources:**

* Attend Volunteer Leadership Academy
* HRMN By-laws
* HRMN website <http://hrmn.shrm.org>
* Volunteer Leadership Resource Center website <http://community.shrm.org/vlrc/home>
* SHRM website <http://shrm.org>

**Time Commitment:**

* Once per month for board meeting (approximately 1.5 hours, typically 8:00 – 9:30 am)
* Once per month for membership meeting (approximately 1.5 hours)
* Reserving meeting location, selecting menu and confirming attendance (approximately 1 hour per month)
* Securing speakers (approximately 2-3 hours per month)

**Benefits:**

* Volunteer opportunities
* Community involvement
* Apply, develop and improve leadership skills
* Build and improve your HR competencies
* Expand your professional network – locally, regionally and nationally
* Share your knowledge and learn from others
* Build relationships of trust
* Be a recognized catalyst for the HR profession
* Be recognized by external stakeholders for your HR expertise

Human Resource Management Network of Manhattan, KS, an affiliate of the Society for Human Resource Management, is located in the heart of the Flint Hills of eastern Kansas. Membership is composed of management and administrative level persons responsible for human resource related activities in the organizations. Our local chapter includes members from several local communities and surrounding counties. We are a local resource for networking, information, professional development, and continued support of excellence in Human Resources. For more information, visit [www.hrmn.shrm.org](http://www.hrmn.shrm.org).