



PROFESSIONAL DEVELOPMENT CHAIR

Position Summary:

Manage the activities of the professional development committee 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 meetings of 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.
- Recruit members to serve on professional development committee.
- Coordinate efforts with other chapters and members of boards of directors to best serve the membership.
- Serve as resource to committee members in arranging meetings.
- Contact potential speakers and make arrangements for selected meetings, including selecting sites and promoting the program.
- Provide information regarding workshops and services to the administrative office, newsletter editor, members and other, through presentations, written communications, and personal contact.
- Review final preparations for meetings to assure that programs run smoothly.
- Review program evaluations for feedback to be used in planning future events.
- Serve as liaison between the members of the professional development committee.
- 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.
- Attend all monthly membership and board of directors meetings.

Resources Available:

- SHRM supplies the following resources for chapter professional development chairs
 - Chapter Best Practices
 - Chapter Position Descriptions
 - Guide to Hosting an SHRM Speaker
 - Fundamentals of Chapter Operations
 - SHRM Speakers Bureau
 - SHRM Chapter Speaker Program

And MUCH MORE...available online at www.shrm.org/vlrc