

## **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:**

- Select topics and speakers for monthly program and satellite meetings in order to provide information on topics of broad interest to chapter members.
- Coordinate efforts with other members of the chapter board of directors to best serve the membership.
- Serve as a resource to committee members in arranging monthly meetings.
- Contact potential speakers and make arrangements for selected meetings. Write articles for newsletters describing the programs.
- Provide information regarding programs and services to the administrative office, newsletter editor, members, and others through presentations, written communications, and personal contact.
- Review final preparations for meetings to assure that meetings run smoothly.
- Review program evaluations for feedback to be used in planning future events.
- Serve as liaison between the members of the program 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 program chairs
  - Chapter Best Practices (including program ideas)
  - 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](http://www.shrm.org/vlrc)