

PROFESSIONAL DEVELOPMENT DIRECTOR

Function

Manage the development and provision of programs and workshops, other than conferences, provided by the chapter. Direct the activities of the Professional Development Committee.

Responsibilities

1. Direct and support the activities of members of the Professional Development Committee. Coordinate their activities to support the chapter's mission. Recruit members to serve on the committee.
2. Chair meetings of the Professional Development Committee to select topics and speakers for monthly chapter meetings and conferences in order to provide information of topics of broad interest to chapter members and others.
3. Provide information regarding programs and services to members, potential members, and others, through presentation, written communications, and personal contact. Write articles for newsletter describing programs.
4. Keep abreast of developments in the human resources field in order to provide timely programs and services.
5. Act as liaison between the Board of Directors and the Professional Development Committee.
6. Supply monthly program information, including meeting topic and summary, speaker, and speaker bio to Certification Director 2-months in advance to enable the Certification Director to apply for HRCI re-certification credit.
7. Work with Marketing & Public Relations Director, Secretary, and Web Administration Director to publicize chapter programs.
8. Review final preparations and set-up facility to assure that meetings run smoothly.
9. Arrive at meeting venue early to greet speaker and ensure all equipment needs are met.
10. Provide program evaluation forms to attendees for gathering program feedback to be used in planning future events.
11. Attend 75% of Chapter and Board of Directors meetings.
12. Provide a monthly report to be included in the packet sent to all board members in preparation for the monthly board of directors meetings.
13. Serve on various Chapter event committees, as needed.
14. Participate in the development and implementation of short-term and long-term strategic planning.
15. Represent the chapter in the Human Resources community.
16. Complete other assignments as requested by the President or the Board of Directors.

Requirements

Chapter member in good standing.

Term

2 years and 3 months

1-1-04

Revised 02-01-05; 02/2009