

1st VP, PROGRAMS DIRECTOR

FUNCTION:

Manage the activities of the Programs Committee to provide year-round programs for the chapter membership and fulfill duties as needed as part of the Executive Committee.

RESPONSIBLE TO:

- The Chapter President
- The Members of the chapter
- The Chapter Board of Directors
- The Chapter Executive Committee
- NYS SHRM Council

RESPONSIBILITIES:

- Is a member of the Executive Committee and may be called upon from time to time to fulfill President duties in the absence of the President and President-Elect.
- Chair meetings of the Programs Committee to select topics and speakers for programs and to provide information on topics of broad interest to members
- Recruit members to serve on Programs Committee
- Select the site/location for each program date including Awards and Professional Development events and meet with site personnel about services, etc. needed if we are having in-person programs
- Negotiate contracts with site personnel, vendors, hotels, caterers, etc. for each in-person program
- Review yearly budget, get approval and apportion per the number of programs and/or needs of the chapter/topics to be provided
- When necessary, coordinate efforts with state chapters and state council to best serve the membership
- Serve as resource to committee members in arranging periodic/regular meetings of the committee
- Contact potential speakers and make arrangements for selected meetings
- Ensure each speaker completes the MVSHRM Speaker Form
- Provide information regarding programs and services, including Speaker Form to the Chapter Administrator and Professional Development Director in a timely manner, approx. 1-month prior to each program date
- Promote programs to chapter members, state council members, and at-large members as well as any other possible attendees
- Work with other agencies such as Chambers of Commerce, Rotary, Genesis Group, etc. to promote programs
- Review final preparations to assure that each program runs smoothly
- Review program evaluations for feedback to be used in planning future events
- Serve as liaison between the members of the Programs Committee
- Attends and participates in Board Meetings as scheduled
- Attends Member meetings as scheduled and assists with sponsor table and provides the speaker intro as needed
- Assist in developing long-term and short-term strategic plans for the chapter
- Visits other chapter websites to review their Program information to gain insight and ideas to bring forward to MVSHRM
- Works with Chapter Administrator to coordinate program efforts and fulfill Chapter needs

RESOURCES:

- NYS SHRM Directors page: <https://nys.shrm.org/new-york-state-council-officers-and-directors>
- SHRM Landing Page: www.shrm.org
- SHRM Volunteer Leader Resource Center – Home Page: <https://community.shrm.org/vlrc/home>
 - SHRM Foundation Core Leadership Area: <https://community.shrm.org/vlrc/leadership/core-leadership-areas/shrm-foundation>
 - VL Webinar Schedule - <https://community.shrm.org/vlrc/leadership/webinars>
 - Campaign in a Box - <https://community.shrm.org/vlrc/membership/campaign>
 - Chapter Business Operations: <https://community.shrm.org/vlrc/business-operations/chapter-business-operations/chapter-deadlines>
 - Chapter Leadership: <https://community.shrm.org/vlrc/leadership/leadership-chapters/chapter-volunteer-structure>
 - Volunteer Board Orientation: <https://community.shrm.org/vlrc/volunteer-learning/volunteerboardorientationtraining>
- Other SHRM Chapter websites