



Program Director

Function:

Manages the activities of the program committee, organizes programs for chapter meetings, and assists board of directors in establishing special programs, training seminars, conferences, etc.

Responsible to:

- Members of the chapter
- Chapter President

Responsibilities:

1. Will chair regular meetings of the program committee, which will select topics and speakers for monthly meetings.
2. Contacts potential speakers and makes arrangements for monthly meetings.
3. Submits articles for newsletter describing past programs and announcing future meetings.
4. Reviews final preparations for monthly program presentations to assure meetings run smoothly.
5. Conducts regular program evaluations to assure topics are meeting member's needs.
6. Participates in the development and implementation of short-term and long-term strategy planning for the chapter.
7. Attend all monthly membership and board of directors meetings.
8. Represents the chapter in the Human Resources community.