**DIRECTOR OF PROGRAMMING**

**Function:**

Plan and direct the monthly GB SHRM chapter meetings. Arrange speakers, venue setup and meal plan. Create monthly meeting announcements. Coordinate with other members of the board to ensure smooth operations of monthly meetings and other GB SHRM events.

**Responsible to:** President

**Committee Liaison:** Reservations Chairperson

**Responsibilities:**

* Chair monthly programming meetings with the committee to assist with selecting topics and speakers for monthly programs in order to provide information on topics of broad interest to Chapter members.
  + Recruit new members to serve on Programming Committee.
* Contact potential speakers and make arrangements for selected meetings, including selecting sites, promoting the program, obtaining biographies, making hotel and/or travel arrangements, and purchasing speaker gifts (as needed). Check speaker references.
* Work with venue rep to assure expenses remain within budget. Negotiate any deals available.
* Prepare meeting announcements that include speaker information, topics to be covered, schedule, sponsorship information, etc. Provide the Director of Communications & Director of Professional Development the Meeting Announcements in a timely manner.
* Work with venue staff on meal selection, audio-visual needs, and overall facility and meeting management. Review final preparation for meetings to ensure that programs run smoothly (including room setup, AV needs, etc.).
* Introduce the speakers and provide biographical information at the monthly meetings.
* Purchase books of relevant HR meeting topics to be drawn for at the monthly meeting.
* Coordinate the work of the Reservations Chairperson to ensure the smooth reservations process for all monthly meetings.
* Coordinate presentation copies/handouts to be printed & delivered prior to meeting.
* Participate in the development and implementation of short-term and long-term strategic planning.
* Represent and promote the Chapter in the Human Resources Community.

**SHAPE Activities (suggested):**

* Use Volunteer Leader Resource Center resources (<http://shrm.org/chapters/resources/>).
* Properly and consistently display SHRM “AFFILIATE OF” logo on Website, Chapter letterhead, publications and/or products.
* Display SHRM podium banner at Chapter meetings/events.
* Conduct at least one Chapter workshop (two or more hours of professional development)
  + Hold at least one Chapter conference (full day or more of professional development).
  + Co-Sponsor at least one workshop, seminar, or conference with another SHRM Chapter.
  + Use SHRM Speakers’ Bureau to secure speaker(s).
  + Use SHRM Chapter Speaker Program.
  + Use presentations/scripts from SHRM for a Chapter program.
  + District Director will present “SHRM: Your Career Partner” to Chapter members.
  + State council member will present to Chapter members.
  + Hold a special program for senior HR professionals.
  + Hold a CEO panel discussion as a monthly Chapter meeting.

**Requirements:**

* Must be a local SHRM member in good standing elected by the Chapter membership.
* Maintain regular Board/Chapter meeting attendance. Miss no more than two Board Meetings per term.
* Commit to holding director position for 2-year term.