

Volunteer Leader Job Description Chapter Co-Director, Programs

Position Objective:

The Co-Directors, Programs will establish monthly programs to provide members with educational programs and services reflecting the latest human resources strategies for practitioners.

Reports to:

The Co-Directors, Programs reports to the Chapter President.

Responsibilities:

1. Sets up programs designed to meet member needs and establishes a calendar of events that will encourage high level of member participation.
2. Working with the other Chapter Board of Directors, determines what type of vehicle best promotes and meets members' needs in the form of workshops, roundtables, discussions sessions, and/or seminars for monthly events.
3. Establishes timing of each monthly event, i.e. breakfast, luncheons, evening or longer special sessions.
4. Reviews types of speakers required to meet program needs including speaker costs. Books speakers for monthly events, determines presentation equipment needs, and arranges guest compensation as required. Maintains speaker library.
5. Sends speaker bios to the Communications Director to create event invitations.
6. Forwards program calendar by 1st July to Administration Director to organize venues and equipment for monthly events. Ensure calendar is forwarded to the Board for review by 1st August and to the Communications Director by the last week of August for issuing to all members.
7. Introduces and thanks speakers at events; serves as host to guest speakers and organizes equipment needs where required.
8. Organizes and compiles member evaluation feedback of all events. Prepares year-end reporting and final program report for annual general meeting.
9. Attends all monthly events.
10. Attends regular and special Board meetings.
11. Helps promote the Chapter within the community.
12. Contributes articles to the chapter newsletter as requested.
13. Assists with the Chapter's strategic planning process.
14. Represents the Chapter at special events and promotes HRP.

Requirements:

Must be an HRP member in good standing. Have the ability to research human resources trends and qualified speakers. Able to make presentations at events.