



## Job Description

---

### PROGRAM CO-CHAIR

#### **SUMMARY:**

Manage the activities of the Program Committee to provide monthly programs for the chapter membership.

#### **RESPONSIBLE TO:**

- A. The members of the chapter
- B. The Chapter President

#### **RESPONSIBILITIES:**

- A. With Program Co-Chair, select topics and speakers for monthly program and satellite meetings in order to provide information on topics of broad interest to chapter members. Present to Board members for review.
- B. With Program Co-Chair, recruit members to serve on Program Committee, such as program meeting's registrars.
- C. Coordinate efforts with other Chapter Board of Directors Members to best serve the membership.
- D. Serve as resource to committee members in arranging monthly meetings, such as coordinating with the SWHRMA Foundation/Diversity Advocate for the annual Diversity Conference and the annual Legislative Director for the SW Washington Labor and Employment Law Conference.
- E. With Program Co-Chair, contact potential speakers and make arrangements for selected meetings. Write articles for newsletters describing the programs.
- F. With Program Co-Chair, submit program meeting topics and speaker's credentials to HRCI to request pre-approval for PHR/SPHR/GPHR recertification hours.
- G. With Program Co-Chair, provide information regarding programs to the Communications Director, members, and others through presentations, written communications, and personal contact.
- H. With Program Co-Chair, review final preparations for meetings to assure that meetings run smoothly.
- I. With Program Co-Chair, review program evaluations for feedback to be used in planning future events.
- J. Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- K. Represent the chapter in the Human Resources community.
- L. Attend monthly membership and Board of Directors meetings.

#### **RESOURCES AVAILABLE:**

SHRM supplies the following resources for Chapter Program Co-Chairs

- Chapter Achievement Plan
- Chapter Position Guidelines
- SHRM Leaders Guide
- And MUCH MORE...available online at  
<http://www.shrm.org/chapters/resources/chaphelp.asp>