



Position Description

DIRECTOR OF PROFESSIONAL DEVELOPMENT

SUMMARY OF RESPONSIBILITIES:

Identify professional development activities and oversee the completion of activities to present a full-day Spring Seminar with vendor fair and a half-day Fall Seminar.

TIME COMMITMENT:

Attend the monthly board meetings and chapter meetings (four hours per month). Attend SHRM Leadership Conference (3 days). Coordinate activities and meet with committee as necessary (up to twelve hours per month; preside at the seminars (twelve hours). Time commitment is heaviest during initial planning stages and the month of each seminar

SPECIFIC DUTIES:

1. Selects a committee to assist with all activities related to the coordination of the Spring and Fall Seminars.
2. Oversees the planning and presentation of the full-day Spring Seminar with vendor fair and the half-day Fall Seminar.
3. Coordinates submission of program information to HRCI for pre-approval of recertification credit hours.
4. Communicates program arrangements and information to Communications Director in a timely manner for inclusion in the Chapter Connection Newsletter.
5. Communicates program arrangements and information to Web Coordinator in a timely manner to initiate registration.
6. Constantly reviews possible activities to continue the growth and development of the EHRA members in the area of HR.
7. Attend SHRM Leadership Conference in November preceding term of office; EHRA pays for conference registration, airfare, lodging and meal expenses.
8. Maintain current active SHRM membership for entire term of office; if requested EHRA will pay for annual SHRM membership in lieu of registration at IN State Conference or Local Conference as a benefit for serving on the board.
9. Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
10. Attends all board and chapter meetings.
11. Represents the chapter in the human resources community.