



PROFESSIONAL DEVELOPMENT DIRECTOR

Job Description

Function

Responsible for planning, arranging and coordinating all general monthly meetings and specialty monthly meetings. Establishes and chairs the Program Committee, serves on the Annual Conference Committee and consults with the Employer Resource Committee to provide monthly and annual programs and resources for the chapter membership.

General

- Must be a qualified regular member of CCHRA in good standing at the time of nomination or appointment.
- Must remain a current member in good standing of CCHRA through the end of the term of office.
- Preferred: Membership with SHRM.
- Must attend a minimum of 75% of Board meetings (9 meeting).
- Must attend a minimum of 67% of CCHRA events (4 events).

Key Responsibilities

- Survey members and chair meetings of the Programs Committee to select topics and speakers for periodic seminar and workshops to provide in-depth and timely professional development opportunities for members, coordinating efforts with the board to best serve the membership.
- Serve as committee member for conference and primary events.
- Keep abreast of developments in the human resources field in order to provide timely programs and services.
- Research and contact potential speakers and make arrangements for selected meetings.
- Coordinate with Communications Director and/or Board Secretary to ensure media coverage for programs.
- Provide information regarding programs and services to the newsletter editor, web master, members and others through presentations, written communication, electronic messaging and personal contact.
- Coordinate and create HRCI Certification. Send certification information to HRCI for review and approval approximately 6 to 8 weeks prior to program date. Develop HRCI Certificates
 - for programs
- Review final preparations for meetings with speakers to assure that meetings run smoothly.
- Review and confirm speaker/facility equipment needs with Program Director for Banquet/Facility

- Create visually pleasing table programs for member meetings.
- Introduce guest speakers and arrange for and present guest speaker gifts for chapter.
- Keep inventory, order and purchase as necessary supplies for speaker gifts for chapter.
- Send thank you letters via stationary or electronically to speakers and/or volunteers as appropriate.
- Complete other assignments as requested by the President.