



PROGRAMS (Logistics) DIRECTOR

Job Description

Function

Responsible for planning, arranging and coordinating all general monthly meetings and specialty monthly meetings. Establishes and chairs Programs Committee, serves on the Annual Conference Committee, and consults with the Employer Resource Committee and Professional Development Director 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

- Maintains possession of and/or accountability for chapter assets such as banners, and program equipment such as overhead screen, camera, overhead, tripod, posters, etc.
- Serve as committee member for conferences and primary events (shared).
- Keep abreast of developments in the human resources field in order to provide timely programs and services (shared).
- Provide information regarding programs and services to the newsletter editor, web master, members, and others through presentations, written communication, electronic messaging and personal contact.
- Review and confirm speaker/facility equipment needs with Banquet/Facility manager and provide facility with fairly accurate number of reservations for luncheon.
- Create visually pleasing table programs for member meetings.
- Create and prepare feedback forms for distribution at each meeting with introduction of upcoming program.
- Promote the advantages and value of HRCI certification and recertification to Chapter members.
- Complete other assignments as requested by the President.