

Professional Development Director

Position Description

Updated: May 2019

Function: Coordinates the human resource training and development activities for the State Council, SHRM professional chapters and their members.

Responsible To: The State Director

Responsibilities:

1. Serves as a voting member of the State Council and is expected to attend and participate in all meetings of the Council.
2. Reports to the State Director on a regular basis concerning chapter member training and development activities, accomplishments and opportunities within the state.
3. Assists the State Council and chapters with human resource professional development programs for members.
4. Coordinates the annual Professional Excellence Award.
5. Develops and/or conducts council orientation initiatives.
6. Maintains a clearinghouse of chapter speaker information and program topics. Coordinates a statewide HR speakers' bureau. Works with chapter leaders by providing resources for chapter programs.
7. Provides support and direction to chapter leaders to complete the SHRM Chapter Achievement Plan.
8. Active member of the State Conference Committee and assists in the planning and coordination of the annual ND SHRM State Conference.
 - a. Co-chair speaker committee
9. Assists with the coordination of training at annual Leadership Conference.
10. Responds to any other requests of the State Director.

Requirements:

1. Must be an SHRM member in good standing. SHRM certification highly desirable.
2. Election is made by the governing body of the State Council.
3. Attendance required at 75% of State Council meetings via phone or in person
4. Serves a two-year term beginning the first day of January in year one of the term, and ending the last day of December in year two of the term. May be reelected for an additional two-year term for a total service of four years.

I acknowledge I have reviewed the job description for my position and understand the responsibilities for my position.

Signature

Date