

Professional Development Director

Position Description

Updated: October 2024

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 for presentation at the state conference.
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 Chapter SHRM Affiliate Program for Excellence (SHAPE).
8. Active member of the State Conference Committee and assists in the planning and coordination of the annual ND SHRM State Conference.
 - a. Serves on or leads a conference committee as assigned.
 - b. Participates in other committee/s as assigned.
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 a SHRM member in good standing. SHRM certification highly desirable.
2. Attendance required at 75% of State Council meetings via phone, virtually, or in person.
3. 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.

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

Signature

Date