



Conference Director

Primary Purpose:

Serves as a member of the state council responsible for assisting in all activities related to managing an annual state conference and the annual leadership conference.

Primary Responsibilities:

1. Serves as a voting member of the state council and is expected to attend and participate in all council meetings.
2. Works with the Conference Committee to manage specific functions related to the state conference to ensure that SDSHRM objectives are satisfied including financial obligations.
3. Provides leadership and direction to state conference committee members. Monitors all activities related to the state conference.
4. Holds regularly scheduled meetings with conference committees via phone, webcasts, face-to-face meetings, etc. Requests and reviews meeting minutes after each committee meeting. Assists the planning committee in providing updates at the state council meetings.
5. Works with the state council on the annual leadership conference or any other conferences held throughout the year.
6. Works with Committee designees to manage a resource structure. Organizes quarterly call with the Committee for discussion and feedback.

Minimum Requirements:

1. Must be a SHRM member in good standing. SHRM certification highly desirable.
2. Appointment is made by the state council director.
3. Should be able to visit conference locations throughout the state as applicable or deemed necessary. Travel allowance available with approval of funds from State Council Director. State Conference registration waived.
4. Must be present at all meetings of the state council either in person or on the phone. If unavailable to be present, must designate a proxy. Serves a two-year term beginning the first day of January and ending the last day of December. May serve in the same position for not more than four additional consecutive years.