



Professional Development Director

Primary Purpose:

The fundamental purpose of this position is to coordinate the human resource training and development activities for the state council, SHRM professional chapters and their members. This position will have the responsibility to work with new education or program directors at the local level to share ideas on programming, professional development and other activities that could engage membership and at-large membership.

Primary Responsibilities:

1. Serve as a voting member of the state council and is expected to attend and participate in all meetings of the council.
2. Hold regularly scheduled meetings with local chapters via phone, webcasts, face-to-face meetings, etc. to promote professional/program development agendas for local meetings or discussion with the local chapter that is hosting the state conference to ensure programming meets the needs of the state. Report at each State Council meeting the minutes of such meetings. All meeting information should be provided no less than one full week prior to the state council meeting.
3. Report to the state director on a regular basis concerning chapter member training and development activities, accomplishments and opportunities within the state.
4. Assist the state council and chapters with human resource professional development programs for members.
5. Develop and/or conduct council orientation initiatives.
6. Assist in the annual leadership training program for state council and professional chapter leaders.
7. Develop and/or coordinate council orientation initiatives.
8. Maintain a clearinghouse of chapter speaker information and program topics. Coordinate a statewide HR speakers' bureau. Work with chapter leaders by providing resources for chapter programs.
9. Provide support and direction to chapter leaders to complete SHAPE.

Minimum Requirements:

1. Must be a SHRM member in good standing. SHRM certification highly desirable.
2. Appointment is made by the state director.
3. Should be able to visit chapters throughout the state.
4. Must be present at all meetings of the state council either in person or on the phone. If unavailable to be present, must send a proxy on behalf of program/professional development (can be from a local chapter).
5. 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.