

**BNHRC Position Description
DIRECTOR OF PROGRAMMING**

Position Summary:

Provides monthly programs for the chapter membership.

Responsible To:

- The members of the chapter
- The chapter President

Responsibilities:

- Selects topics and speakers for monthly meetings in order to provide information on topics of broad interest to chapter members.
- Recruits members to serve on Program Committee for specific events.
- Coordinates efforts with the Board to best serve the membership.
- Serves as a resource in arranging monthly meetings.
- Contacts potential speakers and makes arrangements for selected meetings. Submits program summaries and speaker bios to the Director of Communications and Director of Certification for the purposes of advertising and obtaining HRCI and SHRM recertification pre-approvals.
- Works with the President to ensure facility space is reserved for monthly membership meetings and ensures the speaker's A/V equipment is prepared for the meeting (i.e., screen, microphone, overhead projector), as needed.
- Reviews final preparations for meetings to assure that meetings run smoothly.
- Reviews program evaluations for feedback to be used in planning future events.
- Attends and participates in monthly Board meetings and chapter meetings.
- Provides updates at monthly Board meetings, chapter meetings and in membership communications, as needed.
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represents the chapter in the Human Resources community.

Revised 8/29/2017