

Position Description
Professional Development Director

Function

Coordinates the human resources training and development; workforce readiness; HR certification; and diversity, equity, and inclusion activities for the chapter membership. Secures presenters for monthly chapter membership meetings and annual seminars.

Responsible To

Chapter membership
Chapter president

Responsibilities

- Identify programs and presenters for chapter meetings giving priority to community partners while also finding new topics and presenters of interest to the chapter membership.
- Communicate with potential and confirmed speakers, evaluate speaker proposals, bring speaker and topic proposals to the board of directors for review when necessary, and ensure presentations meet the requirements for HR recertification credits.
- Submit each chapter program for recertification credit with HRCI and SHRM, if there is no one in the position of Certification Chair.
- Submit partner programs for recertification credit with HRCI and SHRM when the chapter is a co-sponsor, if there is no one in the position of Certification Chair.
- Provide members with HRCI and SHRM recertification credit information after each chapter meeting in a timely manner.
- Maintain the chapter's status as a preferred provider with HRCI and SHRM annually to ensure chapter events may be submitted for recertification credits.
- Create and review the chapter meeting survey after each meeting. Distribute survey results to the board of directors.
- Promote the benefits of HR certification and recertification.
- Provide direction and oversight of the certification chairperson and/ or committee.
- Lead and coordinate the planning of the annual chapter seminar program; oversee the seminar planning committee. Work with other board of directors as needed to develop an event budget, obtain sponsorships, promote the event, etc.
- Serve as an advocate for workforce readiness chapter activities to address the broad spectrum of workforce readiness issues impacting students and untapped labor pools. Promote SHRM workforce readiness activities such as the SHRM Foundation Veterans at Work Certification, SHRM's Getting Talent Back to Work and Aging Workforce program and resources, etc.
- Lead efforts to publicize DEI programs in the local community; schedule at least one chapter meeting each year focused on a DEI specific topic; and distribute information to chapter members promoting DEI initiatives.
- Attend all monthly membership and board of director meetings.



- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Promote chapter sponsorship and partnerships in the business community.
- Participate in SHRM Core Leadership Area (CLA) conference calls and webinars as applicable.
- Follow the SHRM Code of Ethics.
- Represent the chapter in the Human Resource community.
- Perform other duties and projects as needed.

Requirements

Must be a SHRM national and chapter member in good standing.