

## Position Title: Director Human Capital Conference

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### Position Summary:

Serve as an appointed/elected member of the Chapter leadership. Responsible for the planning and oversight of all details related to the annual Human Capital Conference. Perform other duties as required by the local Chapter's bylaws. Serve as a voting member of the State Council, up to a maximum term of eight (8) years on the Board.

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### Responsible To:

The members of GMA SHRM  
The Chapter President  
State Council Director

### Position Responsibilities:

- Schedule committee meetings monthly or as needed, prepare agenda and take meeting minutes.
- Along with committee members, determine topics and find speakers for keynotes and breakout sessions.
- Responsible for obtaining bio information and topic descriptions for all speakers.
- Ensure speaker agreements are received and logistics for the day are communicated.
- Prepare appropriate information for recertification submissions for both HRCI and SHRM.
- Responsible for adhering to conference budget.
- Work with Director of Corporate Relations to coordinate sponsorship logistics for the event.
- Create script for day of the event that includes all announcements and appropriate recognition of the sponsors.
- Assign tasks for day of the event to ensure we have enough volunteers.
- Review survey feedback after the event and determine if changes are needed for the following year.

### General Board Responsibilities:

- Present regular updates to the Chapter President and Board.
- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter.
- Represent the Chapter in the human resources community.
- Complete respective area of responsibility of SHAPE.
- Attend all GMA SHRM Board meetings.
- Respond to any other requirements of the Chapter President.
- Maintain SHRM membership for term of office.

Last Updated: 06/07/2017