



JOB DESCRIPTION

DIRECTOR OF PROFESSIONAL DEVELOPMENT SUMMITS (Last Updated – 09-01-2024)

Position Description & Duties:

The Director of Professional Development Summits is responsible for ensuring the creation and delivery of high-quality programs for GMA SHRM members at the five annual Professional Development Summits (PDS).

Responsible To:

Vice President of Programming

Responsibilities:

- Lead the PDS Committee in developing and supporting activities that reflect member needs and interests, delegating responsibilities to members as appropriate.
- Oversee the planning and execution of PDS events.
- Assist with an annual member survey to assess programming needs and interests.
- Lead an annual Call for Presentations (CFP) to attract a diverse range of speakers and select those best suited to meet Chapter member needs.
- Act as a liaison between speakers and the Chapter.
- Communicate program and service information to the Board, Chapter Administration, Newsletter Editor, members, and others through presentations, written communications, and personal contact.
- Assist Chapter Administrator as needed to ensure all eligible programming events are submitted for HRCI and SHRM Pre-Approved Recertification credit.
- Conduct and review program evaluations to gather feedback for future event planning.
- Stay updated on developments in the human resources field to provide relevant programs and services.
- Provide ideas for the EXCEL award.
- Contribute to the development and implementation of short-term and long-term strategic planning for the chapter.
- Ensure leadership continuity through succession planning.

Requirements:

- Regular attendance at GMA SHRM board meetings is expected.
- Attendance at bi-annual GMA SHRM strategic planning meetings is expected.
- Participation in annual GMA SHRM budget meetings is expected.

Term & Commitment:

- Serves a one-year term beginning the first day of July and ending the last day of June. Maximum term of five years on the Board.
- Monthly time commitment: five hours.