



JOB DESCRIPTION

VICE PRESIDENT OF PROGRAMMING (Last Updated – 09-01-2024)

Position Description & Duties:

The Vice President of Programming is responsible for overseeing the activities of the Professional Development Summits, Human Capital Conference, and Certification committees. This includes coordinating the development and execution of events, selecting relevant topics and speakers, managing logistics, and ensuring that programs meet the needs and interests of the membership.

Responsible To:

President's Team

Responsibilities:

- Lead the Programming Committee, overseeing the Director of Professional Development Summits, Director of Human Capital Conference and Director of Certification.
- Provide oversight to the three HR Advice Network Roundtables Coordinators.
- Collaborate with the Director of Professional Development Summits to develop and support programming activities that align with member needs and interests.
- Assist the Director of the Human Capital Conference in content development and conference coordination.
- Work with the Director of Certification to develop and support programming activities that meet member needs and interests.
- Serve as the liaison between the Directors of Professional Development Summits, Human Capital Conference, HR Advice Network Roundtables Coordinators, and Director of Certification, facilitating the sharing of best practices, information, speakers, and activities among their respective committees.
- Lead the annual member survey to assess programming needs and interests.
- Stay updated on developments in the human resources field to ensure timely and relevant programs and services.
- Assist with the annual Call for Presentations (CFP) process to ensure speaker opportunities are widely known and attract suitable presenters.
- 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: eleven hours.