

Professional Development Director

Position Summary:

The job of the Professional Development Director is to identify and select speakers for general membership meetings that offer professional development credits covering topics relevant to chapter members. This position works with the Symposium Chair to develop the concurrent session and mega session speakers for the annual symposium. This position also oversees the activities of the Certification Chair.

Responsible To:

Members of the chapter
Chapter president
State Council Certification Director

Responsibilities:

- Directing and supporting chapter activities related to professional development speakers and program certification. Recruit members to serve on committee to support these activities.
- Preparing a budget for speaker fees, workshops, or seminars, honorariums, and travel arrangements.
- Creating and executing calendar for general membership meeting speakers, ensuring relevant topics, engaging presenters, and HR certification credits. This includes confirming arrangements for presentation files, handouts, A/V needs, as well as any special meal or travel requests. This also includes meeting the guest speaker at the door, providing nametag, and introductions to chapter leaders and members.
- Coordinating with Diversity & Inclusion Director and Workforce Readiness Director, to ensure special topic meetings are planned and certification credits approved.
- Submitting information in a timely manner to publicize the upcoming program in prior month's general membership meeting, in the monthly e-newsletter, social media posts, and on the website.
- Establishing any special workshops or speaker engagements for the year.
- Coordinating with Symposium Chair, creates and distributes call for symposium speakers, reviews submissions, notifies prospective speakers of decision, and arranges selected speakers for the event.
- Reviewing speaker/program evaluation forms and reporting results to presenter and the chapter board or committees, as applicable.
- Participating in the development and implementation of short-term and long-term strategic planning for the chapter.
- Representing the chapter in the HR community.
- Attending all general membership and board of directors meetings, and participating in chapter events.