ASSOCIATION FOR HUMAN RESOURCE MANAGEMENT
POSITION DESCRIPTION

DIRECTOR OF PROGRAMS

POSITION PURPOSE
Coordinates programming for all AHRM educational functions. Position reports to Chapter President.

PRINCIPLE ACCOUNTABILITIES *(including SHAPE responsibilities)*
- Generate program schedule based on data from strategic planning, member survey, and chapter activity plan, and other input sources.
    - Announce programs/speakers for the next 2 months (upcoming month/current month and following) in the newsletter and provide bio sketch on current speaker for newsletter.
    - Purchase and present speaker gift card, include in thank you card.
    - Coordinate majority of speakers for the following year by November.
    - Update website with monthly meeting information.
- Seek AHRM support for quality programs and speakers. Present speaker engagement form to board in advance, when possible, to ensure the program outline provides valuable content and applicability to member audience. Get approval from board to proceed.
- Send meeting attendees survey link, recertification codes and meeting materials as needed within 48 hours of the meeting.
- Distribute results of speaker feedback at monthly board meeting. Analyze program feedback from the annual survey for suggestions at the strategic planning meeting.
- Obtain pre-approval for HRCI and SHRM recertification credits for every program.
- Complete the annual SHRM Certification reaffirmation to maintain status as a Preferred Provider. Submit the annual HRCI Approved Provider application to maintain status as an Approved Provider.
- Expectation of all board members to follow the General Board Member Job Description.

CONFERENCE/MEETING REPRESENTATION
- Annual MISHRM State Conference
- MISHRM Volunteer Leadership Business Meeting as requested by Chapter President
- Participation in various AHRM events and activities as needed

QUALIFICATIONS
General Experience/Background
- Must have active individual membership in the Society for Human Resource Management (SHRM).
- Human Resource certification preferred (PHR, SPHR, SHRM-CP and/or SHRM-SCP).

Language and Technical Skills
- Proficient computer knowledge, including Microsoft Office products

Updated: May, 2024

- Must be able to effectively communicate both verbally and in writing to individuals at all levels of an organization