

Position Summary:

Manages the development and provision of programs, workshops, seminars, and other services provided by the Chapter. Coordinates with and conducts searches for event speakers. Coordinates with the Lacey Community Center and other venues as needed.

Responsible To:

- The members of the Board of Directors
- SHRM Olympia Chapter members
- WA State Programs Director

Responsibilities:

- In advance, coordinates with staff at the Lacey Conference Center or other venues to schedule monthly events.
- Contacts potential speakers and makes arrangements for selected meetings.
- Coordinates with scheduled speakers to complete the Tech event form that includes presentation information, bio, headshot, and other requirements as needed.
- Review final preparations for meetings to assure that meetings run smoothly.
- Manages program evaluations for feedback including a paper and digital survey.
- Provide information regarding programs and services to members, potential members, and others, through presentation, written communications, and personal contact.
- Plan refreshments / meals for events.
- Secure HRCI and SHRM recertification credits for qualifying programs and updates/provides approved credit forms to attendees.
- Keep abreast of developments in the human resources field in order to provide timely programs and services.
- Participate in the development and implementation of short-term and long-term strategy planning for the Chapter.
- Provide monthly updates for upcoming programs to the Board that will inform the board of events so that social media, website, and communication can be efficiently sent out at least 30 days prior to the event.
- Secures gift for speaker if required.
- Uploads reports to BaseCamp monthly.
- Monitor SHRM Olympia Programs email and respond or forward correspondence received to appropriate board member.
- For in-person meetings, responsibilities include but are not limited to equipment setup, room setup, food setup, and anything else that is required for the successful operation of the meeting.
- Welcome and check in all chapter members and guests to events.
- Represent the Chapter in the Human Resources community.
- Works closely with all board members to build a bench of speakers.
- Attend all monthly membership and Board of Directors meetings.

Requirements:

- Must be a SHRM member in good standing and a SHRM Olympia Chapter member.
- Serves a one-year term as an elected member of the SHRM Olympia Board of Directors.
- Attends all SHRM Olympia meetings.

Resources Available:

- SHRM supplies the following resources
 - Chapter Position Descriptions
 - SHRM Leader's Guide
 - And MUCH MORE...available online at the SHRM Volunteer Leader Resource Center (VLRC), Chapter Resources

<https://vlrc.shrm.org/s/topic/OTO1T000000cDrIWAU/chapter-resources>