

Role Description

Programs Chair

Position Summary:

The Programs Chair is responsible for leading the planning, coordination, and execution of WHRMA's educational programming, including the monthly educational programs and conference programming. This role ensures that programming is relevant and aligned with the professional development needs of the membership. The Programs Chair identifies meaningful topics, sources and manages speakers, and serves as the primary liaison for all programs. Additionally, the Programs Chair collaborates with other board members to support networking events and conference planning, contributing to a dynamic and engaging member experience.

Responsible To:

- The Members of the Chapter
- The Chapter President

Requirements:

- Must be an active dual SHRM and WHRMA member in good standing for entire term of office.
- Ability to serve a term of two (2) years, with each term year running from January through December each year.
- Attend all monthly WHRMA board meetings.

Responsibilities:

- Attend WHRMA membership meetings and other WHRMA educational and networking events.
- Participate in the development and implementation of short-term and long-term strategic planning for WHRMA.
- Represent WHRMA in the human resources community.
- Plan and coordinate a minimum of quarterly educational programs, ensuring alignment with member interests and industry trends.
- Survey membership to understand educational interests and tailor programming to the interests of membership.
- Ensure programs meet SHRM and HRCI recertification credit requirements when applicable.
- Identify and secure qualified speakers or panelists for each program.
- Serve as the primary liaison for all speakers, managing communications, logistics, and follow-up.
- Coordinate event logistics, including programming arrangements, technology needs, materials, and registration.
- Collaborate with Website Chair and Marketing & Communications Chair to add program to Chapter website, add pricing if applicable, and arrange communications for event promotion.
- Collaborate with other WHRMA stakeholders to promote programs and encourage attendance.
- Partner with other board members to support networking events and special programming.
- Assist in the planning and execution of WHRMA's annual conference or other large-scale events.
- Collect and analyze attendee feedback to continuously improve program quality and relevance.
- Ensure any pages on the chapter website with program information are up-to-date.
- Upon completion of the position's term, assist the incoming Programs Chair to ensure a smooth transition of responsibilities.
- Complete other assignments as requested by the Chapter President or the Board.