

## Conference Director

### Position Overview:

Coordinates all conference activities of the SESHM chapter, as well as when SESHM hosts the State SHRM Conference. It is recommended that the Conference Director is a SHRM member in good standing and SHRM certification is preferred.

### Term:

The Conference Director is elected to a three-year term.

### Key Responsibilities:

- Attendance at Board and Chapter meetings is expected.
- Oversee and work with the Co-Chairs in the planning of the State SHRM Conference in the years the conference is hosted by SESHM.
- Coordinate the planning and execution of the SESHM Spring Conference, including arrangements for speakers, sponsors, marketing, location, and all details of the event.
- Act as SESHM liaison for the fall SD Safety Conference. Work with Safety Council to select speakers, conduct marketing, arrange the Workplace Excellence awards, and other details as needed.
- Work with Technology Director to maintain website content relative to the position.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the Human Resources community.
- Complete other assignments as requested by the chapter President.