

Program Coordinator

Position Overview:

Facilitate the program committee and hold primary responsibility for administering all programming activities for the monthly meetings.

Term:

The Program Coordinator is elected to a three-year term.

Key Responsibilities:

- Attendance at Board and Chapter meetings is expected.
- Select topic and speaker for the monthly program and develop/facilitate bonus sessions in order to provide information on topics of broad interest to chapter members.
- Coordinate efforts with other Chairs, the President, and Conference Coordinators to offer programs and services that best serve the membership.
- Contact potential speakers and make arrangements for selected meetings. Prepare thank you notes to speakers.
- Provide information regarding programs and services to the executive board, newsletter editor, members, and others through presentations, written communications and personal contact.
- Review final preparations for meetings to ensure meetings run smoothly and efficiently.
- Review program evaluations for feedback to be used in planning future events.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Work with Technology Coordinator to update and maintain the website relevant to programs.
- Point of contact for HRCI recertification credit application and approvals.
- Responsible for the chapter's projector and laptop, including maintenance, and other tasks as assigned by the President.
- Represent the chapter in the Human Resources Community.