

VICE PRESIDENT

Position Summary:

Manage the activities of the Core Leadership Committees (CLAs) to provide monthly and satellite programs for the chapter membership.

Assume the duties of the President when there is an absence

Responsible To:

The members of the chapter
The chapter president

Responsibilities:

- Chair meetings of the CLA committee to select topics and speakers for monthly program and satellite meetings in order to provide information on topics of broad interest to chapter members.
- Coordinate efforts with other members of the chapter board of directors to best serve the membership.
- Serve as resource to committee members in arranging monthly meetings.
- Contact potential speakers and make arrangements for selected meetings. Write articles for newsletters describing the programs.
- Provide information regarding programs and services to the members and others through presentations, written communications, and personal contact.
- Review final preparations for meetings to assure that meetings run smoothly.
- Review program evaluations for feedback to be used in planning future events.
- Serve as liaison between the CLA committees.
- 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.
- Attend all monthly membership and board meetings.

Resources Available:

- SHRM supplies the following resources for chapter program chairs
 - Chapter Best Practices (including program ideas)
 - Chapter Position Descriptions
 - Guide to Hosting an SHRM Speaker
 - SHRM Leaders Guide
 - SHRM Speakers Bureau
 - SHRM Chapter Speaker Program

And MUCH MORE...available online at www.shrm.org/vlrc