



VP of Programs Position Description

Summary:

- Coordinate the human resource training and development activities for GPSHRM. Strive to find programming that provides recertification credit through SHRM and HRCI.

Reports To/Direct Reports:

- Reports To: President
- Direct Reports: Leadership Conference Committee Chairperson, Legal Conference Committee Chairperson, Programs Committee Chairperson, and Wellness Committee Chairperson

Term of Office:

- Elected by Greater Pensacola SHRM membership for a 1-year term beginning January 1st and ending December 31st.

Requirements:

- Must be a GPSHRM member in good standing for the entire term of office.
- Must meet the eligibility requirements of membership status as a national SHRM member.

Responsible To:

- GPSHRM members
- GPSHRM President

Responsibilities:

- Coordinate monthly membership meetings to include venue, speaker, and professional development topic; introduce speaker(s) at meetings.
- Maintain a clearinghouse of speaker information and program topics; coordinate and obtain information on the statewide HR Speakers' Bureau.
- Develop/obtain program summary and submit for approval through SHRM and HRCI; provide program summary information to VP of Information Technology and VP of Marketing for dissemination to interested parties; provide speaker slide presentation to VP of Information Technology to post on website.
- Partner with Treasurer to coordinate invoices and payments related to program offerings.
- Obtain speaker thank you gift.
- Assist Legal Conference Chairperson in the planning and hosting of GPSHRM's annual legal conference.
- Attend and participate in all monthly membership and board of directors' meetings, if unable to attend, ensure tasks are completed by a backup member; provide programmatic updates to membership and board of directors at meetings.
- Recruit members to serve on assigned committees.
- Oversee the affairs and activities of assigned committees; ensure programmatic goals are met.

- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Participate in activities on behalf of the GPSHRM President and/or membership as requested; represent GPSHRM in the human resources community.
- Assist the President and President-Elect with all required SHRM and HR Florida reporting.
- Assist other officers in the performance of their responsibilities, upon request.
- Perform special projects as assigned by the president.