

## Professional Development Director Summary

Coordinates the human resource training and development activities for the state council, SHRM professional chapters and their members.

### Responsible To:

- The State Council Director

### Responsibilities:

- Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Reports to the state director on a regular basis concerning chapter member training and development activities, accomplishments and opportunities within the state.
- Assists the state council and chapters with human resource professional development programs for members.
- Develops and/or conducts council orientation initiatives.
- Conducts an annual leadership training program for state council and professional chapter leaders.
- Develops and/or coordinates council orientation initiatives.
- Maintains a clearinghouse of chapter speaker information and program topics. Coordinates a statewide HR Speakers' Bureau. Works with chapter leaders by providing resources for chapter programs.
- Provides support and direction to chapter leaders to complete the Chapter SHRM Affiliate Program for Excellence (SHAPE) Year-End Report.

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