



Chapter Program Chair Job Description

Position Summary:

Coordinate and schedule speakers for monthly Chapter Meetings and special events.

Responsible to:

- The members of the Chapter
- The Chapter President

Responsibilities:

- Schedule speakers for monthly Chapter meetings and special events, assuring that speakers' bios and summary of presentation is sent to the Certification Chair in a timely manner.
- 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.