

Chesapeake Human Resources Association CHRA Leader and Committee Description Sheet

Role (Title): Director Professional Development
Committee Name: Programs/Professional Development

(Professional Development) Committee Charter:

(Charges/Over-riding Committee goal(s)):

- ✚ To provide consistent avenues and opportunities for the professional development of CHRA membership

(Director of Professional Development) Role Description:

As defined in CHRA Board of Directors reference binder:

Position Summary:

Manage the activities of the Professional Development Committee to provide seminars, workshops and other professional development opportunities for the chapter membership.

Responsibilities:

- ✚ Chair meetings of the Professional Development Committee to select topics and speakers for periodic seminar and workshops to provide in-depth and timely professional development opportunities for members.
- ✚ Coordinate efforts with other Chapters and Board of Directors Members to best serve the membership.
- ✚ Provide information regarding workshops and services to the administrative office, newsletter editor, members, through presentations, written communications, and personal contact.
- ✚ Review final preparations for meetings to assure that programs run smoothly.
- ✚ Review program evaluations for feedback to be used in planning future events.
- ✚ Serve as liaison between the members of the Professional Development Committee.
- ✚ Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- ✚ Represent the chapter in the Human Resources community.
- ✚ Attend all monthly membership and Board of Directors meetings.

(Professional Development Committee)

Activity Descriptions (e.g. 's noted in bullets, below):

- ✚ Committee Chair(s) time commitment: *10-12 hours per month (June through October)*

- ✚ **Committee Chairs(s) specific/typical activities required:** Contact potential speakers and make arrangements for selected meetings, including selecting sites and promoting the program.
- ✚ Serve as resource to committee members in arranging meetings.
- ✚ Recruit members to serve on Professional Development Committee.

Committee (Professional Development) Description of Expectations:

- ✚ **Time Commitment of committee members:** 5 hours per month
- ✚ **Frequency of meetings:** Monthly during June through October.
- ✚ **Meeting participation guidelines:** 100 %. Members are assigned tasks. If unable to meet in person, conference call facility available, or "homework" is expected to be turned in to the Chair.
- ✚ **Types of contributions needed from committee members:** Evaluations of Speakers, Reference checking, Program ideas.
- ✚ **Benefits of specific learning opportunities for committee members:** Great opportunity to provide input (from members) in the direction for programs and Education Sessions. Members improve their evaluation skills and increase networking with speakers/presenters from diverse industries. Exposure to senior level HR Professionals.