

## Professional Development Director

### Position Description

Updated: March 2015

**Function:** Coordinates the human resource training and development activities for the State Council, SHRM professional chapters and their members.

**Responsible To:** The State Director

### Responsibilities:

1. Serves as a voting member of the State Council and is expected to attend and participate in all meetings of the Council.
2. Reports to the State Director on a regular basis concerning chapter member training and development activities, accomplishments and opportunities within the state.
3. Assists the State Council and chapters with human resource professional development programs for members.
4. Develops and/or conducts council orientation initiatives.
5. Conducts an annual leadership training program for State Council and professional chapter leaders.
6. 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.
7. Provides support and direction to chapter leaders to complete the SHRM Chapter Achievement Plan.
8. Active member of the State Conference Committee and assists in the planning and coordination of the annual ND SHRM State Conference.
9. Responds to any other requests of the State Director.

### Requirements:

1. Must be an SHRM member in good standing. SHRM & HRCI certification highly desirable.
2. Election is made by the governing body of the State Council.
3. Serves a two-year term beginning the first day of January in year one of the term, and ending the last day of December in year two of the term. May be reelected for an additional two-year term for a total service of four years.