



FOX VALLEY SHRM CHAPTER BOARD POSITION DESCRIPTION

Vice President – Professional Development

Purpose

Promote and coordinate professional development activities for Chapter members including certification program, study groups, and partnering with National SHRM to understand additional concentrations with SHRM certifications. Be the subject matter expert on the new SHRM Certification and ensure the chapter and its members kept up to date on this certification.

Essential Duties

- Facilitate two study groups for SHRM-CP and SHRM-SCP designation annually, one in the spring and one in the fall. Responsible for recruiting members, location arrangements, recruiting facilitators, and coordination of the sessions. Responsible for informing the study groups of exam details, including pricing, dates, and locations.
- Serve as a resource for SHRM designation. Publish information in newsletter. Periodically promote the benefits of designation at Chapter meetings.
- Develop recognition program for SHRM membership and SHRM designations.
- Partner with the other members of the Board of Directors (BOD) to ensure that the Chapter programs are at least 1 hour in length and are formatted according to guidelines.
- Partner with the other members of the BOD to communicate and educate members and social media followers on Facebook. LinkedIn, etc...

Requirements

- Maintain a SHRM-CP or SHRM-SCP designation.
- Maintain a current active National SHRM membership.
- Maintain regular attendance at all Board meetings. Miss no more than two meetings per year.
- Maintain regular attendance at all Chapter meetings. Miss no more than two meetings per year.
- Represent the Chapter in the human resources community. Attend one community event annually as a Chapter representative.

Benefits of holding this role

- Continual engagement with Chapter members through study groups.
- Access to continuing education opportunities for SHRM-CP and SHRM-SCP certifications.
- Interact with and influence future members of the HR profession through the scholarship program.
- Access to volunteers in similar roles with other Wisconsin local SHRM chapters.
- Support the FVSHRM BOD and Chapter fulfill our mission.



Time Commitment for this role

- SHRM Study Groups:
 - Coordinate each group (solicit participants & facilitators, secure locations, distribute materials, etc.): 10 hours twice per year
 - Sessions of study groups: 3 hour sessions, 20 times per year (attendance at all is not required but makes the groups run smoother)
- Chapter Strategy Meeting: 1 day per year
- Chapter Board Meetings: 2 hour meeting once per month
- Chapter Meetings: 2-4 hour meeting once per month
- Certification Recognition Program: 2-4 hours once per year
- Attendance at WISHRM State Conference

Last Updated: 09.19.2018