

**HUMAN RESOURCE PROFESSIONALS OF CENTRAL PENNSYLVANIA
DIRECTOR AT LARGE (WORKFORCE READINESS)**

Position Overview

The Director at Large serves as an elected member of the Chapter Board and performs duties as directed by the Board. Current primary responsibility is to function as the Workforce Readiness advocate by monitoring and evaluating on a continuing basis local activities concerning workforce readiness issues and plans and encourages chapter involvement and activities impacting the workforce readiness arena.

Duties and Responsibilities

1. Identify and evaluate issues that impact workforce readiness and develop goals for chapter workforce readiness strategy. Report on workforce readiness issues to chapter members and serve as advocate at chapter activities for education programs. Serve as a resource for chapter members on workforce readiness issues and provide leadership to the chapter on education issues.
2. Initiates and implements SHRM Student Chapters at area universities. Provides guidance to the Student Chapters to ensure their continuation and success. Solicits Chapter member involvement with Student Chapters. Represents the Chapter by serving on the Board of the Capital Region Partnership for Career Education to establish relationships with area school districts, and works in partnership with the Education Committee to promote School-to-Work activities.
3. Serve as advocate and program coordinator for workforce readiness chapter activities.
4. Partner with local schools to share information. Contact local workforce readiness coordinators within the schools to discuss initiatives.
5. Monitor local activities concerning workforce readiness and provide timely information on education issues to the chapter president and state workforce readiness director.
6. Work in close cooperation with state workforce readiness director.
7. Provide special recognition for chapter members and for local programs that promote betterment of the local workforce through educational process.
8. Participate in SHRM Workforce Readiness Core Leadership Area volunteer leader conference calls and webcasts.
9. Represents the chapter in the Human Resources community.
10. Assists with Volunteer development by talking with members of the chapter about the benefits of volunteerism and encouraging members to be part of events, committees and/or board of directors. Meets and greets members to network with new and senior members to increase engagement. Works with other Directors to solicit volunteers for committees or events.
11. Contributes items for Board approval to be included in annual Chapter goals.
12. Attends and participates in Chapter Board meetings & monthly Chapter meetings.
13. Responds to requests of the Chapter President as needed.

Requirements

The Director at Large must be an HRP and SHRM member in good standing and elected annually by the Chapter membership.