

**HUMAN RESOURCE PROFESSIONALS OF CENTRAL PENNSYLVANIA
PROGRAM DIRECTOR**

Position Overview

The Program Director serves as an elected member of the Chapter Board and is responsible for planning, organizing and coordinating topics of discussion and guest speakers for the regular monthly Chapter meetings.

Duties and Responsibilities

1. Forms and chairs a Chapter Program committee. Schedules regular Program Committee meetings, facilitates discussion and delegates responsibilities. Establishes annual goals of the program Committee and ensures they are achieved.
2. Plans, schedules and coordinates the discussion topics and guest speakers for monthly Chapter meetings, including:
 - a. Invitations to potential speakers, along with general information about HRP and the benefits of our organization
 - b. Distributes information packets, including confirmation of topics, dates, location and directions
 - c. Coordinates the distribution of speaker gift certificates
3. Obtains sponsorships for the costs of the monthly Chapter meetings by distributing information packets, including costs, directions, benefits of sponsorship, etc.
4. Forwards speaker/sponsor information to the Chapter President for review and to the Communications Director for posting on the web site.
5. Conducts occasional surveys of the membership for topics of interest and feedback.
6. Submits annual budget for review and approval by Board.
7. Represents the chapter in the Human Resources community.
8. 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.
9. Contributes items for Board approval to be included in annual Chapter goals.
10. Attends and participates in Chapter Board meetings & monthly Chapter meetings
11. Responds to requests of the Chapter President as needed.

Requirements

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

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PLANNING HRP MEMBERSHIP MEETING

1. Line up speaker for topic and explain the following:
 - ✓ Meeting begins at approximately 8:00 with Board reports and sponsor session; formal speaker typically begins at 8:20.
 - ✓ Total time for presentation is approximately an hour (allow time for Q&A at end)
 - ✓ Important speaker reminder: No sales pitch by speaker!!
 - ✓ Handouts are a requirement (Information is not as well received without handouts) and we prefer that the speaker make and bring copies of the presentation (ask _____ for rsvp count the Friday before the session and send to the speaker). If they are unable to do so, Dawn will take care of producing copies of presentation.
 - ✓ Send HRCI form to speaker and have it completed and returned to you no later than 2 months in advance of the meeting.
 - ✓ Give deadline for sending the powerpoint presentation and other handout material (if Dawn making copies – need no later than the Friday before the mtg by noon. Otherwise, need the electronic version of the presentation no later than noon on the Monday before the mtg).
 - ✓ Ask permission from speaker to post presentation on HRP website after the meeting.
2. Send the completed HRCI submission form to David Zetter at djzetter@hcpms.com who will have the program reviewed by HRCI for re-certification credits. David will notify Program Committee and Board when the program is approved (or denied). Be sure to inform _____ that it was approved for announcement in the HRP Gram.
NOTE: The preference is to obtain the certification approval as soon as the program is developed. That will allow us to publicize it on the web site and in HRP-grams further in advance.
3. HRP Gram/Website Blurb: In order to publicize the meeting on the HRP website and in the HRP-gram, send the HRCI submission form to these contacts:
 - ✓ Dawn Losiewicz – email: DLosiewicz@pamedsoc.org (HRP-Gram)
 - ✓ Sara Kennedy – email: sara.kennedy@amestruetemper.com
 - ✓ Melissa Washington – email: mwashington@jplcreative.com
4. Review presentation to ensure training objective is met, “sales” aspect of presentation is kept to a minimum, and that the presentation is clear and understandable. Presentation should be submitted to Dawn as identified above, so she can request that it be loaded on the laptop for the program. Please copy both Melissa Washington (mwashington@jplcreative.com) and let her know if the presentation is permitted to be loaded on our website.
5. The speaker’s bio will be copied on the back of the meeting agenda (Dawn takes care of this, pulling the bio info from the HRCI form).
6. Either the speaker will prepare and bring their own copies of presentation for handouts or Dawn will prepare if they request we take care of it. Dawn has confirmed RSVP number about 3 days prior to the meeting.
7. Arrive early to greet speaker, check in with Terry and just be sure that everything is fine for presentation. If you’re not able to attend the meeting, make arrangements with another committee member (or Board member) to ensure speaker is greeted and that the presentation is ready for the meeting. At the end of the presentation, a \$50 thank-you gift card (usually Borders or Barnes & Noble, Olive Garden has also been given) is given to the speaker (purchase these in advance and submit your receipt to Dawn for reimbursement).
8. After the meeting, you’ll receive a copy of the program evaluation summary. Send this summary to the speaker so that they have the input from the members regarding their presentation. Also send a copy to the President and ask that it be distributed with the Board agenda for the following month.