



## Fargo Moorhead Human Resource Association

### Programming Director Job Description

The Programming Director is an elected position  
The Programming Director position is a two year term  
The Programming Director is a voting position on the Board of Directors  
The Programming Director must be a SHRM member in good standing

#### Position Summary:

Serves as Chairperson and Director of the Programming Committee, coordinates speakers for monthly meetings and Food-For-Thought programming.

#### Responsibilities:

- Manages the activities of the Programming Committee to provide speakers for monthly meetings and workshops for the Chapter membership.
- Research potential topics and presenters for monthly meetings.
- Coordinate speaker needs for monthly meetings (travel, A/V equipment, etc.).
- Work with Communication committee member to post monthly meeting topic information on Chapter web site and write articles for newsletter describing the content of upcoming programs.
- Facilitate monthly Programming Committee meetings to collaborate, brainstorm and finalize programming for members.
- Prepare and distribute monthly program notices to members.
- Ensure payment is made and speakers are thanked appropriately.
- Coordinate with Analytics committee member to review program evaluations for feedback to be used in planning future programs.
- Attend and participate in the annual planning meeting, including all budgetary requests for the upcoming year.
- Participate in the development and implementation of short-term and long-term strategy planning for the Chapter.
- Attend and contribute to all monthly Chapter and Board meetings including scheduled planning meetings.
- Represent the Chapter in the Human Resources community.