



Fargo Moorhead Human Resource Association

Project Director Job Description

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

Position Summary:

Oversee strategic and operational initiatives for the chapter.

Responsibilities:

- Provide project support and management of strategic and operational initiatives as directed by the FMHRA board.
- Assist other board members as a back-up and provide support during times of need (paternity/maternity, board vacancies, when someone is not able to attend or execute on certain things within their roles, times when we are working on executing on large events, etc.).
- Responsible for gathering, prioritizing, and managing/executing initiatives and duties not otherwise assigned to another Board Member.
- Attend and participate in the annual planning meeting, including all budgetary requests for the upcoming year.
- Attend and contribute to monthly Chapter and board meetings including scheduled planning meetings.
- Assist in the management of the affairs of FMHRA, adhering to the Chapter bylaws and Constitution.
- Represent the Chapter in the Human Resources community.

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