



PROFESIONAL DEVELOPMENT DIRECTOR

Function

Coordinate the human resource training and development activities for the State Council, including the State Leadership Conference. Solicits and processes nominations for the Theresa Knutson Award of Excellence.

Responsible To

The State Council Director.

Responsibilities

1. Serve as a voting member of the State Council.
2. Attend and participate in all meetings of the Council.
3. Report to the state director on a regular basis concerning chapter member training and development activities, accomplishments and opportunities within the state.
4. Assist the State Council and chapters with human resource professional development programs for members.
5. Develop and/or conducts council orientation initiatives.
6. Request nominations for Theresa Knutson award, process for election, arrange awards and conduct presentation at the State Conference.
7. Perform other duties as assigned by the State Council director.

Term

- Two-year term beginning the first day of January and ending the last day of December with no term limits.
- Appointment is made by the state council director.

Requirements

- Must be an SHRM member in good standing.
- Appointment is made by the State Council director.
- SHRM certification is highly desirable.