



## **VOLUNTEER POSITION DESCRIPTION**

### **Vice President of Programs**

The VP of Programs is elected by the membership to serve a one-year term, voluntarily entered into each year. He or she serves as a member of the Executive Committee and provides services to the members of the organization by coordinating the speaker of the monthly luncheons. He or she also serves on the Board and performs other duties as required by the local chapter's bylaws and direction.

#### **RESPONSIBLE TO**

The members of the BV-SHRM  
The President of BV-SHRM  
The local communities within the Brazos Valley

#### **RESPONSIBILITIES**

- Maintains a current active BV-SHRM membership.
- Conducts the business of the chapter in accordance with the chapter by-laws.
- Solicits topics of interest from membership, other chapters, current legislation and/or trends that affect the HR profession.
- Contacts prospective speakers and schedules them to present to the organization's monthly luncheons (generally on the first Thursday of the month).
- Coordinates the logistics for the monthly luncheons: schedules costly speakers and voluntary speakers according to budget, arranges audiovisual needs, prepares newsletter summary, and coordinates any handouts. The Board generally likes to have the meetings scheduled as far in advance as possible for planning purposes.
- Introduces the speaker at the monthly luncheons – generally taken from the newsletter summary; however, some speakers have a prepared introduction.
- Prepares monthly evaluations to place on tables at luncheons. Summarizes ratings and forwards to Board members.
- Sends thank you and follow-up letter to speaker – generally try to include any good comments from the evaluations.
- Prepares monthly luncheon summaries to provide for the next month's newsletter.
- Actively promotes BV-SHRM in the community and seek opportunities for BV-SHRM to participate in community activities.

#### **REQUIREMENTS**

- Must be a BV-SHRM member in good standing elected by the chapter membership.
- Be able to attend majority of monthly membership meetings.
- Be able to speak in front of colleagues.
- Stay updated on current HR activities that would be beneficial to members in the form of presentations.
- Be able to attend majority of monthly Executive Board meetings.
- Above average organizational skills.
- Some experience with the MS Office Suite programs, or equivalent (e-mail, word processing and spreadsheets).

## **ESTIMATION OF VOLUNTEER HOURS**

- 5.5 hours per month
  - 2.0 hours for monthly BV-SHRM luncheon.
  - 1.5 hour for monthly executive board meeting.
  - 1.0 hours for emails, discussions, correspondence on BV-SHRM business.
  - 1.0 hours for meeting logistics and RSVPs
- ½ Day Executive Committee Planning Session in January annually.