# Professional Development Chair

Volunteer Role – Position Description

## Role Summary

The Professional Development Chair serves as a key contributor to the SHRM Northern Colorado Chapter and Board of Directors offering a broad, organization-wide perspective. This role manages Programming for monthly Chapter Member meetings and events

## Reports To

- Chapter President  
- Chapter Members

## Key Responsibilities

* -Organizes topics and contacts/books speakers for monthly Chapter meetings to provide information on topics of broad interest to chapter members
* -Prepares attendee name tags and provide check-in services of monthly program, recruiting volunteer resources to assist, when needed
* -Reviews any speaker presentations to ensure Chapter meetings run smoothly
* -Represent the Chapter in the human resources community
* -Participate in discussions and decisions impacting both chapter and national initiatives
* - Uphold the ethical standards, values, and mission of SHRM Northern Colorado and SHRM.
* - Respect and encourage diverse viewpoints during decision-making.
* - Serve on committees or task forces aligned with personal expertise and organizational needs.

## Qualifications

* - Demonstrated leadership experience in a relevant field or industry.
* - Strong analytical, critical thinking, and problem-solving abilities.
* - Excellent interpersonal and communication skills.
* - Strategic mindset with a track record of effective decision-making.
* - Broad expertise that enhances the overall capabilities of the board.
* - Commitment to the mission and values of SHRM Northern Colorado and SHRM.
* - Current SHRM Northern Colorado/SHRM membership in good standing

## Expectations

* - Regular attendance at SHRM Northern Colorado events.
* - Regular attendance at Board of Directors meetings
* -Regular attendance at the Professional Development CLA (Core Leadership Area) calls
* -Attendance at CLS (Colorado Leadership Summit)