

Louisiana Society for Human Resource Management (LASHRM)

Position Description

TITLE: LASHRM Professional Development Director

RESPONSIBLE TO: LASHRM State Council Director

Coordinates the human resource training and development activities for the state council, SHRM professional chapters and their members.

Responsibilities:

- Serves as a voting member of the state council and is expected to attend and participate in all meetings of the council.
- Reports to the state director on a regular basis concerning council/chapter member training and development activities, accomplishments and opportunities within the state.
- Assists the state council and chapters with human resource professional development programs for members via Quarterly Webinars.
- Develops and/or conducts council orientation initiatives.
- Assist in coordinating the Annual Volunteer Leadership Summit training program for state council and professional chapter leaders.
- Develops and/or coordinates council orientation initiatives.
- Maintains a clearinghouse of chapter speaker information and program topics. Coordinates a statewide HR Speakers' Bureau. Works with chapter leaders by providing resources for chapter programs.
- Provides support and direction to chapter leaders to complete the Chapter SHRM Affiliate Program for Excellence (SHAPE) Year-End Report.