

# Professional Development, Elect

## VOLUNTEER REPORTS TO: VP, PROFESSIONAL DEVELOPMENT

### SUMMARY

The Professional Development Elect position is a champion for all things training and development in organizational and public settings. From assisting and collaborating with the state council, SHRM professional chapters and their members, this role serves as MAHRA's representation in state initiatives and helps expose programs to our internal members and leadership.

### ROLE RESPONSIBILITIES + REPORTING

- Coordinates the human resource training and development activities for the state council, SHRM professional chapters and their members.
- 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 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.
- Develops and/or conducts council orientation initiatives.
- Conducts an annual leadership training program for state council and professional chapter leaders.
- 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.

### BENEFITS

- Enhance your skillsets and work experience
- Broaden community participation
- Establish valuable professional relationships with local-based peers
- Increase involvement with the MAHRA community

### TIME COMMITMENT

- Participating in board meetings (twice a month)
- Dedication of less than 12 hours per month

The growth and development of MAHRA and it's members wouldn't be possible without you! If you are interested in becoming MAHRA's Professional Development Elect, please contact: [contactus@mahra.org](mailto:contactus@mahra.org)