

# SHRM Olympia Chapter

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## Position Description: Co-Programs Director/Champion

### Reports To

Chapter President

### Estimated Monthly Commitment

8–12 hours/month

### Voting Status

Voting Member

### Position Modality

Primarily in-person engagement is encouraged, with flexibility for hybrid participation depending on the nature of each event, meeting, or operational need.

### Position Purpose

The Co-Programs Director(s) are responsible for planning and executing high-quality, mission-aligned educational programs and events that meet the professional development needs of SHRM Olympia Chapter members and the broader HR community. This role involves identifying speakers, coordinating event logistics, and ensuring SHRM recertification credits are secured where applicable. Co-leads collaborate to balance responsibilities, support innovation, and ensure smooth event execution throughout the year.

### Core Responsibilities

#### Program Development:

- Research and identify relevant HR, leadership, and workplace topics aligned with member needs
- Secure qualified and diverse speakers for monthly events
- Coordinate with Certification Director to secure PDC/HRCI credits when appropriate

#### Event Planning & Logistics:

- Schedule and confirm speakers, venues, and virtual platforms
- Present the monthly meeting speakers
- Work with Tech Director and Marketing to ensure registration, flyers, and reminders are posted in a timely manner
- Coordinate run-of-show, supplies, and facilitation as needed

#### Evaluation & Follow-Up:

- Collect feedback after events to measure impact and improve future programming
- Track participation numbers and share summaries with the Board

#### Position Informational Resources:

- Attend virtual SHRM (position related) updates and/or webinars/meetings when available through the year (see VLRC for yearly schedules)

- Coordinate with the WA State SHRM Council and/or other WA SHRM Chapter (position related) Directors

### Annual Goals

- Host 8-10 high-impact events annually, rotating the in-person meetings throughout the 5-county region
- Secure PDCs for all annual programs and special events
- Track and report participant feedback with at least 80% satisfaction
- By Q4, create and share a draft programming calendar for the upcoming year for Board review and input
- Maintain a rolling schedule of confirmed presenters at least six months in advance to support effective promotion and planning.

### Deliverables & Timelines

#### January:

- Finalize event calendar for Q2 and begin outreach for Q3 speakers
- Review strategic plan and align programming topics accordingly

#### Monthly:

- Coordinate logistics, communication, and facilitation for each event
- Track attendance, speaker confirmations, and promotional tasks

#### October:

- Begin scheduling programs for the following year.
- Gather member input or emerging trends for next year's lineup

#### November:

- Ensure next year's programming is outlined with dates/tentative speakers
- January speaker should start being promoted 1.5-2 months in advance

#### Year-Round:

- Evaluate events and adapt programming to meet evolving member needs

### Required Skills & Qualifications

This role requires strong coordination, creativity, and communication skills.

Key qualifications include:

- Experience with planning or facilitating events (in-person or virtual)
- Ability to engage speakers and coordinate logistics across platforms
- Strong attention to detail and deadline management
- Collaborative mindset for co-directing and adjusting roles as needed
- SHRM National member in good standing for the duration of the term

### **Term Length & Succession**

- Serves a 1-year renewable term (maximum of 5 consecutive terms unless extended by Board approval)
- Supports onboarding of successor or incoming Co-Director as applicable

### **Collaboration & Liaison Areas**

- Collaborates closely with Certification, Tech, Marketing, and Sponsorship Directors
- Engages with SHRM WA and other chapters for programming inspiration or partnerships
- May coordinate speaker travel or engagement as needed

### **Perks of Serving**

- \$300 annual professional development reimbursement
- Invitation to the annual Board Holiday Gathering, with the full meal expense covered by the Chapter
- Leadership in regional learning strategy and event coordination
- Opportunity to shape timely, relevant education and engagement for HR professionals

### **This Role Supports SHRM Olympia's Mission By**

Delivering transformative learning opportunities that equip HR leaders and people-first organizations to grow and thrive.