



Chair, Programs Committee Position Description

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| Position: | Chair, Programs Committee |
| Reports To: | Board of Directors |
| Collaborates With: | PIHRA Director, Education (staff), PIHRA Chapter Program Chairs, and PIHRA Speaker Selection Task Force Lead |
| Term: | One Year |

Purpose

The Programs Chair works closely with the Director of Education to develop profitable and impactful professional development opportunities for PIHRA members. This role involves providing HR expertise to the Director of Education, Chapter Program Chairs, and the Speaker Selection Task Force Lead, ensuring that in-person and virtual programs are innovative, valuable, and financially viable.

The Programs Chair will also contribute to shaping the strategic direction of PIHRA's educational offerings, aligning them with the organization's long-term vision for member engagement and development.

Responsibilities

- Actively engages in strategic discussions and decision-making as a PIHRA Board of Directors member, contributing to the organization's overall direction and financial health.
- Leads quarterly Program Chair meetings, fostering collaboration among chapter leaders and ensuring alignment with PIHRA's objectives.
- Collaborates with the Director of Education bi-monthly (or as needed) to review and assess current programs, strategize future initiatives, and make recommendations. This includes identifying emerging trends and new opportunities and ensuring effective and financially sustainable programs.
- Acts as a resource for the Speaker Selection Task Force Lead, ensuring speaker recommendations and selections are based on objective rubrics and input from various stakeholders.
- Attends and supports key PIHRA events, including CAHR, CELU, and the Volunteer Leadership Summit.
- Assists in developing a succession plan and training future leaders within the organization to ensure continuity and growth in the program area.

Qualifications

To perform this position successfully, an individual must be:

A current voting PIHRA member in good standing and remain so throughout the term.

A previous or current volunteer serving in any one of the following positions:

- A voting member of the PIHRA Board
- A voting member of a PIHRA Chapter Board
- A member of a standing committee or an ad hoc committee of the Board of Directors

The requirement of serving as a previous PIHRA volunteer, as noted above, may be replaced by demonstrated volunteer leadership and/or board experience with another professional association or similar non-profit.