

# Virginia SHRM State Council

## Conference Director

### Position Summary:

Serve as a member of the state council responsible for oversight and assistance in all activities related to managing an annual state conference and the annual leadership conference.

### Responsibilities:

- Serve as a voting member of the state council and is responsible for attending and participating in all meetings of the council.
- Facilitate site selection for any conferences to be held by state council. Work with site procurement specialist to negotiate contracts.
- Work with the conference chair(s) to manage specific functions related to the state conference to ensure that state council objectives are satisfied, including financial obligations.
- Provide guidance and assistance to state conference committee chairs and members.
- Monitor all activities related to the state conference.
- Assist the planning committee in providing updates at the state council meetings.
- Responsible for all arrangements for the annual leadership conference.
- Perform other duties as assigned by the state council president.

### Requirements:

- Must be an SHRM member in good standing. HRCI and/or SHRM certification highly desirable.
- Serves a two year term beginning the first day of January and ending the last day of December.