Programs

Committee Chairs: Chrissy Magnotto

Committee Members: Ronda Dwight, Angelica Mercado, Megan Balne, Bruce Dutra

Develops list of diversified meeting for dinner meetings and secures appropriate speakers prior to the program year (Sept-June) commencing. Recommends workshops and seminars beneficial to membership and to the chapter. Coordinates with Professional Development Chair on Breakfast Roundtables and other venues.

- Solicits ideas from the Executive Board and members through surveys or other tools.
- Monitors hra.programs@gmail for speaker RFP submission
- Contacts appropriate speakers and secures engagement and develops a master schedule before program year commences for Sept. through June
- Sends letter of engagement to speaker with details concerning date, time, location and chapter need for bio and information on topic with learning objectives.
- Obtains written confirmation of speaking.
- Create a summary of the program year with all information, including contact info, for President, website and meeting invitations.
- Secure detailed content information and bio's for website and meeting invitations and HRCI. (RFP form should have all pertinent information). Include entire program year in one document along with the summary or each month separately.
- Review summary and detail with Executive Board.
- Forward summary and detail of program year information to President, website and publicity chairs and whoever is handling meeting invitation.
- Submit or send information for HRCI approval and SHRM PDCs to Certification Chair (Professional Development) or the President to submit for approval.
- Research and recommend to Executive Committee appropriate speaker gifts and costs.
- Obtain speaker gifts (may not be given if we pay any fee or expenses)
- Reconfirms speaker at least 4-6 weeks prior to event. Determine if any there are any special requirements, i.e. flip chart, etc.
- Remind whoever is sending out meeting invitations of speaker and content was reconfirmed with speaker.