



Legal Conference Chairperson Position Description

Summary:

- Manages all aspects of the chapter's annual legal conference.

Reports To/Direct Reports:

- Reports To: VP of Programs
- Direct Reports: Legal Conference Committee Members

Term of Office:

- Appointed by the Greater Pensacola SHRM President for a 1-year term beginning June 1st and ending May 31st.

Requirements:

- Must be a GPSHRM member in good standing for the entire term of office.
- Must meet the eligibility requirements of membership status as a national SHRM member.

Responsible To:

- GPSHRM members
- GPSHRM President

Responsibilities:

- Chair meetings of the legal conference committee; partner with the VP of Programs to select topics and speakers for the legal conference.
- Recruit members to serve on the legal conference committee.
- Provide site/location recommendations for the legal conference to the board of directors for approval and meet with site personnel about services, etc.
- Negotiate contracts, for the approval of the board of directors, with site personnel, vendors, hotels, caterers, etc.
- Develop a timeline and budget for the conference.
- Coordinate event payments and sponsor opportunities with Treasurer.
- Create event promotional material with VP of Marketing.
- Review final preparations to assure that legal conference runs smoothly.
- Review program evaluations for feedback to be used in planning future events.
- Attend and participate in monthly membership meetings, if unable to attend, ensure tasks are completed by a backup member; attend board of directors' meetings as requested; provide programmatic updates to membership and board of directors at meetings.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Participate in activities on behalf of the GPSHRM President and/or membership as requested; represent GPSHRM in the human resources community.

- Assist the President and President-Elect with all required SHRM and HR Florida reporting; ensure reports are submitted timely to continue GPSHRM's designation as a chapter in good standing.
- Assist other officers in the performance of their responsibilities, upon request.
- Perform special projects as assigned by the President.