

Board Member At-Large (Event Programming - Learning & Development)

The Program Content/Learning and Development Coordinator is the primary position overseeing the planning of professional and educational activities for the chapter. Planned activities should be aligned with the CUPA learning framework and be based on input and recommendations from the entire board and chapter membership. This role takes the lead, working collaboratively with other Board Members, to secure speakers for chapter events as well as coordinating appropriate content and securing pre-approved HR recertification credit hours through HRCI and SHRM where applicable. Additionally, the Coordinator will ensure bios and speaker information are received for each speaker and that a board member is designated to introduce all speakers. This position has a **one-year** term, and the time commitment is 3-5 hours per month.

