**Conference Director**

**Function:**

Serves as a member of the state council responsible for coordinating activities related to running an annual state conference.

**Responsible To:**

* NHRMA President

**Responsibilities:**

* Serves as a voting member of the state council and is expected to attend and participate in all council meetings.
* Appoints qualified individuals to manage specific functions related to the state conference with the objective of selecting individuals throughout the state.
* Provides leadership and direction to state conference committee chairs and members.
* Monitors all activities related to the state conference.
* Works with Conference planner team to ensure all milestones and objectives are completed timely and within budget.

**Requirements:**

* Must be an SHRM member in good standing. SHRM Certification highly desirable.
* Appointment is made by the State Council Director.
* Serves a two-year term beginning the first day of January and ending the last day of December.