



CLA Keys to Success - How WA State SHRM Can Assist Programs

You Said Yes... So, Now What?
Important FAQ's For Volunteer Leaders



WASHINGTON STATE SHRM

Resources from WA State SHRM

- Chapter Meeting Planning Tools
 - Meeting checklist example
 - Speaker write-up example
 - Schedule example
 - Online evaluation tool (SurveyMonkey)
- Speaker Database
- Webinar in a Box Series



<https://wastatecouncil.shrm.org/program-resources>

Resources from SHRM

- Documents related to obtaining SHRM & HRCI credit for Programs
 - 2017 SHRM Preferred Provider Guide
 - How to submit programs to both HRCI and SHRM
- SHRM supplies the following resources for chapter program chairs
 - Chapter Best Practices (including program ideas)
 - Chapter Position Descriptions
 - Guide to Hosting an SHRM Speaker
 - Fundamentals of Chapter Operations
 - SHRM Speakers Bureau
 - SHRM Chapter Speaker Program
- And MUCH MORE... [available online](#)

Tips for Success

- Use network of other Program Directors (list of all Program Directors on website)
- Recruit members to serve on Program Committee
- Have a prepared back-up plan in case speaker cancels (webinar, pre-arranged speaker, book discussion, etc.)
- Check out SHRM's Volunteer Leader Resource Center (VLRC) at www.shrm.org

Have Questions or Need Additional Information

If ever you have additional questions or not sure who to contact, please email us at wastateshrm@gmail.com and we will work to connect you with the appropriate person.

Thank you again for all you do as Volunteer Leaders!