



Job Description

PRESIDENT ELECT

SUMMARY:

Assist the President in overseeing all the activities of the chapter. In the absence of the President, perform all the Presidential responsibilities.

RESPONSIBLE TO:

- A. The members of the chapter
- B. The Chapter President

RESPONSIBILITIES:President-Elect

- A. Perform all special projects as assigned by the President.
- B. Upon request, assist all officers in performing their responsibilities.
- C. Attend (and preside over, if necessary) all monthly membership and Board of Directors meetings.
- D. As Chair of the Nominating Committee, develop a slate of qualified candidates for open Board of Directors positions in accordance with the bylaws.
- E. Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- F. Represent the chapter in the Human Resources community.

RESOURCES AVAILABLE:

SHRM supplies the following resources for Chapter Vice-Presidents or Presidents-Elect

- Chapter Achievement Plan
- Chapter Best Practices
- Chapter Financial Support Program
- Chapter Position Descriptions
- Guide to Chapter Financial Management
- Member Madness Program
- SHRM-Approved Graphics
- SHRM Leaders Guide
- SHRM Strategic Planning Toolkit
- And MUCH MORE...available online at
<http://www.shrm.org/chapters/resources/chaphelp.asp>