

PRESIDENT-ELECT

Position 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:

The members of the chapter
The chapter president

Responsibilities:

- Perform all special projects as assigned by the president.
- Upon request, assist all officers in performing their responsibilities.
- Attend (and preside over, if necessary) all monthly membership and board of directors meetings.
- In conjunction with the Association Management Company (AMC), accumulate information all year about the chapter and compile it for the SHRM Affiliate Program for Excellence (SHAPE) to be submitted to SHRM by January 31 each year. Submission of the SHAPE is required by SHRM and covers the year previous calendar year.
- In conjunction with the AMC, assists with submissions for chapter Pinnacle Award nominations, if applicable.
- Participate in the SHRM Core Leadership Area conference calls and webcasts, as applicable.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.
- Complete other assignments as requested by the president or the board of directors.

Resources Available:

- SHRM supplies the following resources for chapter presidents-elect
 - SHRM Affiliate Program for Excellence (SHAPE)
 - Chapter Leader Resource Guide: Fundamentals of Chapter Operations
 - Chapter Best Practices
 - Chapter Position Descriptions
 - SHRM Guide to Chapter Financial Management
 - SHRM-Approved Graphics for Chapters
 - SHRM Graphics Standards Manual for Affiliates
 - SHRM Strategic Planning Toolkit
 - www.shrm.org/vlrc