

Chapter Leadership Position Description

Chapter 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:

1. Perform all special projects as assigned by the president.
2. Upon request, assist all officers in performing their responsibilities.
3. Attend (and preside over, if necessary) all monthly membership and board of directors' meetings.
4. Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
5. Represent the chapter in the human resources community.