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. *For the purposes of this Chapter, the President-Elect also assumes the duties of Program Chair (see job description).*

Serves as Program Director during term as President-Elect. *(See Job Description for Program Director)*

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.
- Participate in the development and implementation of short-term and long-term strategy planning for the Chapter.
- Represent the Chapter in the Human Resources community.

Resources Available:

- 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