



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:

- Chair meetings of the program/speakers committee to select topics and speakers for monthly programs
- Coordinate speakers, venues, catering, etc. for all monthly meetings
- Coordinate with Certification Chair to ensure timely application for recertification credit
- 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 strategic planning for the chapter.
- Represent the chapter in the human resources community.

Resources Available:

- SHRM supplies the following resources for chapter vice-presidents or presidents-elect
 - SHRM Affiliate Program for Excellence (SHAPE) Planning Workbook
 - Chapter Best Practices
 - Chapter Position Descriptions
 - SHRM Guide to Chapter Financial Management
 - SHRM-Approved Graphics for Chapters
 - SHRM Graphics Standards Manual for Affiliates
 - Fundamentals of Chapter Operations
 - SHRM Strategic Planning Toolkit

And MUCH MORE...available online at www.shrm.org/vlrc