



## **Position Description**

### **President-Elect**

#### **Function**

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

#### **Responsible To**

Chapter membership  
Chapter president

#### **Responsibilities**

- Perform all special projects as assigned by the president.
- Upon request, assist all directors in performing their responsibilities.
- Preside over monthly membership and board of director meetings as needed.
- Attend all monthly membership and board of director meetings.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Promote chapter sponsorship and partnerships in the business community.
- Participate in SHRM Core Leadership Area (CLA) conference calls and webinars as applicable.
- Follow the SHRM Code of Ethics.
- Represent the chapter in the Human Resource community.
- Perform other duties and projects as needed.

#### **Requirements**

Must be a SHRM national and chapter member in good standing.