PRESIDENT-ELECT / CERTIFICATION DIRECTOR

BOARD OF DIRECTORS JOB DESCRIPTION

POSITION TYPE	TERM	ESTIMATED TIME COMMITMENT	RESPONSIBLE TO
Board Member (Leadership Succession)	Two years; then transitions to President	Approximately 5-10 hours per month	VSHRM President, Board of Directors, and VSHRM Members

POSITION SUMMARY

The President-Elect works closely with the President to support VSHRM leadership and governance while preparing to assume the role of President. The position also serves as VSHRM's certification and recertification lead.

RECOMMENDED SKILLSET

- Strong leadership and communication skills
- Comfortable leading meetings
- Organized with good follow-through
- Collaborative and able to work with a variety of people
- Interested in governance, strategic planning, and leadership development

RESPONSIBILITIES

1. Work closely with the President to support the leadership, governance, and strategic direction of VSHRM.
2. Perform the duties of the President when requested or when the President is unavailable.
3. Support Board members and Chapter initiatives as requested.
4. Participate in strategic planning and Board succession efforts.
5. Become familiar with VSHRM bylaws, governance practices, and SHRM affiliation requirements in preparation for the President role.
6. Support the Board election and leadership transition process.
7. Serve as VSHRM's certification and recertification lead, including coordinating SHRM and HRCI professional development credit applications and required documentation.
8. Work with the Program Chair to obtain information needed for certification submissions.
9. Attend applicable SHRM volunteer leadership training and meetings, including the Volunteer Leader Business Meeting (VLBM) when designated.
10. Represent and promote VSHRM within the HR and business community.
11. Maintain current role information, procedures, key contacts, resources, and other transition materials in the Chapter's designated systems (currently Basecamp and Google Drive) to support continuity and future Board leaders.
12. Attend and actively participate in at least 80% of Board meetings and 60% of regularly scheduled Chapter meetings.
13. Collaborate with fellow Board members and support overall Chapter initiatives.

REQUIREMENTS

Must be a SHRM national and VSHRM member in good standing and maintain an active SHRM certification during the term of office.

RESOURCES AVAILABLE

SHRM provides resources through the Volunteer Leader Resource Center (VLRC), including Chapter governance resources, position guidance, best practices, and other tools for volunteer leaders. Contact the VSHRM President for access to the VLRC and other SHRM volunteer leader resources. Additional resources may include the Volunteer Leader Playbook, CLA webcasts, webinars for volunteer leaders, Chapter governance resources, strategic planning resources, and SHRM certification resources.

VLRC: https://vlrc.shrm.org/s/