

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. In the absence of the Past-President, perform all the Past-President responsibilities.

Responsible To:

The members of the Board of Directors and Chapter
The Chapter President

Responsibilities:

- Perform all special projects as assigned by the President.
- Accumulate information all year about the Chapter and compile it for the Chapter Achievement Plan submitted to SHRM by January 31 each year. Submission of the Chapter Achievement Plan is required by SHRM and covers the year just passed. Submissions should be sent no later than January 31 to your SHRM Regional Team at SHRM. Prepares and submits CAP for Chapter. Serve as Chair of the Bylaws and Nominating Committees.
- Provide periodic report updates for board on status of Chapter achievements for CAP.
- Prepares submission for Chapter Pinnacle Award nominations, if applicable.
- 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.
- Maintain Chapter records and history.
- File in the Chapter Administration Guide or other permanent record:
 - Those original Chapter bylaws and dated copies of each amendment to those bylaws.
 - A list of current officers, committee members, and general membership.
 - Copies of all Chapter publications.
 - Approved and signed minutes of all Board of Directors and membership meetings.
 - File all personnel information, job opportunity letters, and other pertinent information.
- Represent the Chapter in the Human Resources community.

Requirements:

Must be an SHRM member in good standing elected by the Chapter membership.

Resources Available:

- SHRM supplies the following resources for Chapter President-Elect
 - Chapter Achievement Plan
 - Chapter Best Practices
 - Guide to Maintaining Your Chapter's History
 - 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
 - And MUCH MORE...available online at <http://www.shrm.org/Chapters/resources/chaphelp.asp>