**Job Description**

**Position Title:** [**President-Elect**](https://community.shrm.org/vlrc/leadership/leadership-chapters/chapter-position-descriptions#collapseFour) **Effective: 1/1/2022**

**Reports to: Chapter President Status: Volunteer**

**Level: Board Member, Chapter Term: 1 year**

**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
* The State Council Director

**Position Responsibilities**

1. Perform all special projects as assigned by the president.
2. Upon request, assist all officers in performing their responsibilities.
3. Serve as chair of the Bylaws Committee.
4. As chair of Bylaws Committee, review bylaws annually and recommend any needed changes to board of directors.
5. Attend (and preside over, if necessary) all monthly membership and board of directors’ meetings.
6. If serving as incoming President for the next year, will serve as the chair of Nominating Committee, develop a slate of qualified candidates for open positions on the board of directors in accordance with the bylaws. Communicate the nominees to fill open positions to the membership for a vote.
7. Serve as the co-chair of the chapter annual conference. In the absence of the Conference Chair, will serve as the chairperson.
8. Participate in the annual SHRM Volunteer Leadership Business Meeting.
9. Represent the chapter in the human resources community.
10. Recommend community service projects to be supported by the chapter.
11. Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
12. Upon completion of the position’s term, assist the incoming President-Elect to assure a smooth transition of responsibilities and continuity of knowledge and resources.

**Requirements:**

* Must be an SHRM member in good standing for entire term of office.
* Must be willing to attend SHRM functions and work in a consistent timely fashion.
* SHRM-CP or SHRM-SCP Certification preferred.
* Must be willing to be in succession plan for the President and Past-President positions

**Resources Available:**

SHRM supplies the following resources for chapter President-Elects:

* SHRM Affiliate Program for Excellence (SHAPE) Planning Workbook
* Chapter Best Practices
* SHRM Guide to Chapter Financial Management
* SHRM-Approved Graphics
* SHRM Graphics Standards Manual for Affiliates
* Fundamentals of Chapter Operations
* SHRM Strategic Planning Toolkit
* Succession Planning for Your Chapter Board of Directors

And MUCH MORE resources are available online at the SHRM’s Volunteer Leader Resource Center [vlrc.shrm.org](https://community.shrm.org/vlrc/home)

**Note:** Check for new and updated resources that are continually being developed.