



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. Coordinate communication and provide timely and comprehensive information to chapter members about programs, workshops, and other matters of interest.

Responsible To:

The members of the chapter
The chapter president

President Elect Responsibilities:

- Perform all special projects as assigned by the president.
- Send monthly meeting notices and other communication to Chapter distribution lists. Keep membership informed of chapter news and items of interest.
- Maintain Chapter email account and update distribution lists with membership and contact changes.
- Manage Marketing for Chapter. Where appropriate, communicate with local media sources to ensure community awareness of chapter activities and events.
- Network with other SHRM chapters, the Chamber of Commerce and area businesses to increase chapter awareness.
- Attend (and preside over, if necessary) monthly chapter and board meetings in the absence of the President.
- Upon request, serve as backup and assist all officers in performing their responsibilities.

General Board Responsibilities:

- Identify and acquire sponsors for chapter meetings and events who are willing to assist the chapter financially in return for an opportunity to promote their product or service to members.
- 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.
- Attend all monthly membership and board of directors meetings.

Requirements:

- Must be an SHRM member in good standing for entire term of office.

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