**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.

Responsible To:

The members of the chapter

The chapter president

Responsibilities:

* Perform all special projects as assigned by the president.
* 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 strategic planning for the chapter.
* Represent the chapter in the human resources community.
* Year-end completion of SHAPE document for chapter.

Requirements

* Attend in person a minimum of 80% of scheduled Board of Director meetings
* Regularly attend NCHRA events
* Attend via phone/e-mail monthly team check-ins
* Attend via phone quarterly CO-SHRM program calls
* Come prepared to Board of Director meetings with speaking topics and review previous meetings minutes prior
* If you are unable to maintain and meet the above requirements the Board may review and make recommendations for removal based on the Chapter by-laws.

Resources Available:

* SHRM supplies the following resources for chapter vice-presidents or presidents-elect
  + SHRM Chapter Achievement Plan (CAP)
  + Chapter Best Practices
  + Chapter Position Descriptions
  + SHRM Guide to Chapter Financial Management
  + SHRM-Approved Graphics for Chapters
  + SHRM Graphics Standards Manual for Affiliates
  + SHRM Leaders Guide
  + SHRM Strategic Planning Toolkit
  + Also available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)