# Chapter President-Elect

Volunteer Role – Position Description

## Role Summary

The Chapter President-Elect serves as a key contributor to the SHRM Northern Colorado Chapter, Board of Directors and Executive Board of Directors, offering a broad, organization-wide perspective. This role is designed for an experienced professional who brings strategic insight, cross-functional expertise, and a commitment to advancing the mission of SHRM Northern Colorado and SHRM.

## Reports To

- Chapter President  
- Chapter Members

## Key Responsibilities

* -Leadership Transition-working closely with the Chapter President and Board of Directors to understand the organization’s operations and prepare for their future role as Chapter President
* -Participates in governance activities, including policy reviews, bylaw amendments and organizational assessments
* -Brings specialized expertise, skills, or knowledge that complement the existing board’s strengths
* -Offers guidance in areas such as finance, technology, marketing, legal or other relevant fields
* -Engages with members of the SHRM Northern Colorado chapter, COSHRM and affiliated groups
* -Participate in board committees or task forces that align with existing expertise and interests and assists the board with areas of focus, as needed
* -Works on special projects, as assigned by the Chapter President
* -Participate in discussions and decisions impacting both chapter and national initiatives
* - Uphold the ethical standards, values, and mission of SHRM Northern Colorado and SHRM.
* - Respect and encourage diverse viewpoints during decision-making.
* - Serve on committees or task forces aligned with personal expertise and organizational needs.

## Qualifications

* - Demonstrated leadership experience in a relevant field or industry.
* - Strong analytical, critical thinking, and problem-solving abilities.
* - Excellent interpersonal and communication skills.
* - Strategic mindset with a track record of effective decision-making.
* - Broad expertise that enhances the overall capabilities of the board.
* - Commitment to the mission and values of SHRM Northern Colorado and SHRM.
* - Current SHRM Northern Colorado/SHRM membership in good standing

## Expectations

* - Regular attendance at SHRM Northern Colorado events.
* - Regular attendance at SHRM Northern Colorado Board of Directors meetings
* -Regular attendance at SHRM Northern Colorado Executive Board of Directors meetings
* -Attendance at CLS (Colorado Leadership Summit)
* -Attendance at annual Volunteer Leader Business Meeting, upon invitation