



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 chapter president

The members of the chapter

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.
- Represent the chapter in the human resources community; 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.

Resources Available: *SHRM supplies the following resources for chapter **president elect or VPs:***

- *SHRM Affiliate Program for Excellence (SHAPE) Planning Workbook*
- *Chapter Best Practices*
- *Chapter Position Descriptions*
- *Working with the Media Guide*
- *SHRM Guide to Chapter Financial Management*
- *SHRM-Approved Graphics and 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...available online at www.shrm.org/vlrc