**PRESIDENT-ELECT**

**Function:**

Assist the President in overseeing all the activities of the chapter. In the absence of the President, perform all the presidential responsibilities and perform other such duties as the Board of Directors may determine.

**Responsible To:** President

**Board Liaison:** Workforce Readiness Chair

**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 meetings.
* Participate in the development and implementation of short-term and long-term strategy planning for the Chapter.
* Recommend community service projects to be supported by the Chapter.
* Coordinate special events and community relations.
* Represent the chapter in the Human Resources community including Chapter charity events.
* Coordinate and plan chapter social events each year. Implement a Chapter Member Survey every second year (compiled in odd years, surveying the Chapter Satisfaction of even years). Ensure survey feedback is reviewed and where necessary incorporated into the chapter strategic plan.
* Serve as Board Liaison to Workforce Readiness Chair.

**SHAPE Activities (suggested):**

* Use Volunteer Leader Resource Center resources (<http://shrm.org/chapters/resources)>.
* Properly and consistently display SHRM "AFFILIATE OF" logo on Web site, chapter letterhead, publications and/or products.
* Hold at least one networking event during a monthly meeting or as a separate event.
* Conduct member needs assessment.

**Requirements:**

* Must be a local SHRM member in good standing elected by the Chapter membership.
* Willing to take the office of President the following term and consequently the Past President position.
* Maintain regular Board/Chapter meeting attendance. Miss no more than two (2) Board meetings per term.