



LRSHRM

LYNCHBURG REGIONAL SHRM

Position Description President-Elect

Function

Assist the president in overseeing all activities of the chapter. In the absence of the President, perform all the presidential responsibilities.

Responsible To

Chapter membership
Chapter president

Responsibilities

- Perform all special projects as assigned by the president.
- Upon request, assist all directors in performing their responsibilities.
- Preside over monthly membership and board of director meetings as needed.
- Attend all monthly membership and board of director meetings.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Promote chapter sponsorship and partnerships in the business community.
- Participate in SHRM Core Leadership Area (CLA) conference calls and webinars as applicable.
- Follow the SHRM Code of Ethics.
- Represent the chapter in the Human Resource community.
- Perform other duties and projects as needed.

Requirements

Must be a SHRM national and chapter member in good standing.