

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.

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 membership and board of directors meetings
- Oversee and update SHAPE document and submit to SHRM by January 31 each year
- Prepares submissions for chapter Pinnacle Award nominations, if applicable.
- Follow SHRM Code of Ethics
- Attend all membership and board of directors meetings
- Participate in the SHRM Core Leadership Area conference calls and webcasts
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter
- Represent the chapter professionally in the human resources community