



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 monthly membership and board of directors meetings.
- Review and update chapter bylaws.
- Coordinate and oversee the chapter annual auction
 - Form an annual auction committee
 - Recruit members to serve on the committee
 - Direct and support committee activities in order to support the chapter's mission
 - Contact businesses for donations
 - Manage the logistics of the auction
- Complete other assignments as requested by the president or the board of directors.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Attend and participate in all scheduled chapter meetings.
- Represent the chapter in the human resources community.

Responsible To

- The members of the chapter
- The chapter president

Resources Available

SHRM supplies the following resources for chapter exhibitor chairs

- SHRM Affiliate Program for Excellence (SHAPE) Planning Workbook
- Chapter Best Practices
- Chapter Position Descriptions
- SHRM Guide to Chapter Financial Management
- SHRM-Approved Graphics for Chapters
- SHRM Graphics Standards Manual for Affiliates
- Fundamentals of Chapter Operations
- SHRM Strategic Planning Toolkit