**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. This position is also the Re-certification Chairperson.

Responsible To:

The members of the chapter

The chapter president

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.
* 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.
* Apply for SHRM and HRCI for credits for the monthly meetings.
* Keep HRCI Approve Provider status up to date.
* Attend the SHRM Volunteer Leadership Summit

Resources Available:

* SHRM supplies the following resources for chapter vice-presidents or presidents-elect
	+ 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

And MUCH MORE…available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)