



## **President-Elect**

The President-Elect is an elected officer and a key leadership position on the Board of Directors, responsible for supporting the President in overseeing all activities of the chapter, including governance and the strategic direction.

The President-Elect acts as a deputy to the President, stepping in to chair board meetings as well as lead other programs, activities and events as requested by the President and/or in the President's absence.

This role involves working closely with the President, the Executive Director, and other Board members to ensure that the chapter fulfills its mission and operates effectively.

### **Responsible to:**

- President
- Chapter Membership

### **Key Duties and Responsibilities:**

#### **Support and Collaboration with the President**

- Assist the President in leading the Board of Directors, providing input and support in setting agendas, preparing for meetings, and ensuring the Board operates efficiently.
- Serve as a trusted advisor to the President, offering counsel on governance issues, board dynamics, and strategic initiatives.
- Collaborate with the President to ensure that the Board's actions align with the organization's mission, vision, and values.
- Perform special projects as assigned by the President and upon request, assist Board members in performing their responsibilities.
- Assume the duties of the President in their absence, including leading board meetings, representing the chapter at external events, and making executive decisions as necessary.
- Ensure continuity of leadership and maintain Board momentum when the President is unavailable.

### Board Governance and Effectiveness

- Play an active role in promoting effective governance practices, including ensuring that the Board adheres to its bylaws, policies, and fiduciary responsibilities.
- Work with the President to evaluate the performance of the Board and individual directors, identifying areas for improvement and implementing strategies to enhance Board effectiveness.
- Support the development and implementation of Board training and orientation programs, helping to build a strong, informed, and engaged Board.

### Strategic Planning and Oversight

- Collaborate with the President and the Executive Director in the development and implementation of the chapter's strategic plan, ensuring that the Board is actively engaged in setting and achieving long-term goals.
- Provide strategic insights and recommendations to the Board, helping to guide decision-making and prioritize initiatives that advance the chapter's mission.

### Committee Leadership

- Serve as a liaison to the Board committees, providing leadership, guidance, and support to ensure that committees operate effectively and align with the chapter's goals.
- Assist in the recruitment and development of committee members, fostering a collaborative and productive working environment.

### Stakeholder & Member Engagement

- Represent the chapter at events, meetings, and in communications with chapter members, sponsors, partners, and the broader community.
- Work alongside the President and the Executive Director to build and maintain strong relationships with key partners, advocating for the chapter's mission and securing support for its initiatives.
- Gather and compile information throughout the calendar year on the chapter's programs, initiatives and achievements for submission of the SHRM Affiliate Program for Excellence (SHAPE) Year-End Report.
- Coordinate chapter membership meeting as necessary.

### Succession Planning

- Play an active role in succession planning for all Board roles, ensuring a smooth transition when vacancies or changes occur.
- Mentor and support potential future leaders within the Board, helping to build a pipeline of qualified candidates for Board leadership roles.

### Ethical and Legal Oversight

- Ensure that the chapter complies with all legal and regulatory requirements, upholding high standards of integrity and ethical conduct.
- Collaborate with the President to address ethical or legal issues as they arise and provide guidance and leadership to resolve challenges and uphold the chapter's reputation.