

## **SVSHRM 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.

### Responsible To:

The members of the chapter  
The chapter president

### Responsibilities:

- Perform all special projects as assigned by the president.
- Advise SHRM through the use of the online Chapter Leader Information Form (CLIF) of officer and Board chairs.
- 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.

### Resources Available:

- SHRM supplies the following resources for chapter vice-presidents or presidents-elect
  - SHRM Chapter Achievement Plan (CAP)
  - Chapter Best Practices
  - Chapter Position Descriptions
  - SHRM Guide to Chapter Financial Management
  - SHRM-Approved Graphics for Chapters
  - SHRM Graphics Standards Manual for Affiliates
  - SHRM Leaders Guide
  - SHRM Strategic Planning Toolkit

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