



Job Description

Board Position: President-Elect
Length of Term: One Year
Revision Date: March 2024

Position Summary

The president-elect assists the president in overseeing all activities of the chapter. In the absence of the president, perform all the presidential responsibilities. The president-elect serves a one-year term.

Responsibilities

- Perform all special projects as assigned by the president.
- Upon request, assist all officers and directors in performing their responsibilities or special projects.
- Attend (and preside over, if necessary) monthly membership and board of directors' meetings.
- Assist with event management duties, as needed.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Complete special projects upon request.
- Read and follow all Chapter Bylaws.
- Develop future leader to fill role as part of the succession planning.
- Represent the chapter in the human resources community.
- Attend 10 out of 12 monthly membership and board meetings.

Qualifications

- Member of SHRM National
- Designated member of the Hampton Roads Chapter
- Proactive and responsive
- Highly organized
- Comprehend the SHRM body of knowledge
- PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP designation preferred

Responsible To

- Chapter Members
- Chapter President