

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:

Members of the Mt Baker chapter and 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.
- Attend state council meetings and actively participate in state council matters with, or in the absence of, the Chapter President.
- 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 presidents elects:
 - 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