

## **Chapter President-Elect Winona Area SHRM**

### **Position Summary:**

Assist the president in overseeing all the activities of the chapter. In the absence of the president, preform all the presidential responsibilities.

### **Responsible To:**

The members of the chapter  
The chapter President

### **Requirements:**

Chapter member in good standing. Must be a national member of SHRM for entire term of office.

### **Term of Office:**

The term for this position is January 1<sup>st</sup> through December 31st. Term limit: two consecutive terms. (The President-Elect becomes the President the following year.)

### **Responsibilities:**

- Attends the SHRM National Leadership Conference in Washington, DC, held each year in November. National SHRM pays hotel and meals; the Chapter may elect to contribute to travel expense, subject to adequate Chapter funds.
- Serves as a member on the Board of Directors.
  - a. Attend and participate in scheduled chapter & Board of Directors' meetings.
- Serves as a Chairperson of the Programming Committee.
  - a. Selects members to serve on the Programming Committee
  - b. Schedules and confirms speakers and meeting location.
  - c. Compiles/publishes annual list of speakers to keep a record of the Chapter's Programming.
  - e. Accepts reservations for the monthly meetings.
  - f. Confirms the number of members attending the meetings and events.
  - g. Writes thank you notes to all speakers.
- Performs miscellaneous duties as assigned by the President.
- Preforms the duties of the President in the absence or resignation of the President.
- Represent the chapter in the human resources community

**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)