



Elk River, MN

## **PRESIDENT-ELECT**

### Position Summary:

Provide leadership to the Chapter consistent with State, Regional, and SHRM policies, strategies, and objectives. In the absence of the President, perform all Presidential responsibilities. Assist the President in overseeing all activities of the Chapter. Effectively operate the Chapter so all needs of the membership are met. Perform other duties as required by the Chapter's Bylaws. Serves as an Executive Officer/Board of Directors with a 4-year commitment (1 year President-Elect; 2 years President and 1 year Past President).

### Responsible To:

The members of the Chapter  
The Chapter President

### Requirements:

- Must maintain SHRM membership in good standing
- SHRM Certification highly encouraged
- Must regularly attend all monthly Chapter meetings and Board meetings as scheduled

### Responsibilities:

- Perform 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
- 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
- Upon the one-year completion of position's term, will serve as follows: two years as Chapter President followed by one year as Past President

### Resources Available:

- SHRM supplies the following resources for chapter presidents
  - SHRM Affiliate Program for Excellence (SHAPE) Planning Workbook
  - Chapter Best Practices
  - Chapter Position Descriptions
  - SHRM Guide to Chapter Financial Management
  - SHRM-Approved Graphics
  - SHRM Graphics Standards Manual for Affiliates
  - Fundamentals of Chapter Operations
  - SHRM Strategic Planning Toolkit
  - Succession Planning for Your Chapter Board of Directors

And MUCH MORE...[available online](#)