

## Position Title: President-Elect

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### Position Summary:

Serve as an appointed/elected member of the Chapter leadership. Assist the president in overseeing all the activities of the Chapter. In the absence of the president, perform all the presidential responsibilities. Perform other duties as required by the local Chapter's bylaws. Serve as a voting member of the State Council, up to a maximum term of eight (8) years on the Board.

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### Responsible To:

The members of GMA SHRM  
The Chapter President  
State Council Director

### Position Responsibilities:

- Learn from and serve as a backup to President.
- Champion succession planning and Chair the Nominations Committee.
- Submit Pinnacle Award nominations.
- Ensure that the SHRM Affiliate Program for Excellence (SHAPE) is completed and submitted.
- Serve as a point of contact for members with careers in transition.
- Responsible for the chapter operations calendar to include updating as needed and reviewing at each Board meeting.
- ~~Lead the One Day Conference Planning Committee.~~
- ~~Facilitate the One Day Conference in May.~~
- Facilitate the New Member Welcome & Orientations.
- Facilitate the Vision Review, SWOT and Brainstorming Session at the annual Strategic Planning meeting.
- Work with President and Treasurer to complete budget meetings.
- Run board meetings in absence of President.
- Meet with Chapter Administrators quarterly, along with President, for their performance review.
- Sits on Professional Award Selection Committee along with President and Director of Education and Professional Development.
- Weekly conference calls with President and Chapter Admin

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### General Board Responsibilities:

- Present regular updates to the Chapter President and Board.
- 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.
- Complete respective area of responsibility of SHAPE.
- Attend all GMA SHRM Board meetings.
- Respond to any other requirements of the Chapter President.
- Maintain SHRM member ship for term of office.

| Last Updated: ~~06/07/2017~~05/01/2013

