



## **JOB DESCRIPTION**

### **PRESIDENT ELECT** (Last Updated – 09-01-2024)

#### **Position Description & Duties:**

The President Elect is responsible for assisting the President in providing leadership to the GMA SHRM Chapter consistent with state, regional, and SHRM policy, strategies and objectives.

#### **Responsible To:**

Members of GMA SHRM

#### **Responsibilities:**

- Learn from and serve as backup to the President.
- Assist with planning and organizing the agenda for monthly board meetings, sending reminders for board member updates, and requesting agenda topics.
- Hold weekly conference calls with the President and Chapter Admin.
- Participate in and assist with leading bi-annual strategic planning sessions for the Board of Directors to develop and implement short-term and long-term strategic plans for the Chapter.
- Participate in budgeting meetings for the upcoming fiscal year with the President and Vice-President of Finance with the support of Chapter Administrator.
- Champion succession planning and lead the Nominations Committee.
- Manage the chapter operations calendar, including updating it as needed and reviewing it during each Board meeting.
- Serve on the Professional Award Selection Committee along with the President and Vice-President of Community Outreach.
- Attend State Council meetings, actively participate in State Council matters, and provide information to the state council as an elected representative of the Chapter. Appoint a proxy to attend State Council meetings when unable to attend.
- Communicate state, regional, and SHRM goals, policies, and programs to Chapter members. Represent the State Council to local Chapter leaders and members.
- Maintain communication with the State Council Director and the SHRM Regional Team.

#### **Requirements:**

- SHRM member in good standing.
- Regular attendance at GMA SHRM board meetings is expected.
- Attendance at bi-annual GMA SHRM strategic planning meetings is expected.
- Participation in annual GMA SHRM budget meetings is expected.

**Term & Commitment:**

- Serves a three-year term beginning the first day of July and ending the last day of June (President-Elect, President, Immediate Past President). Maximum term of eight years on the Board.
- Monthly time commitment: four to ten hours.