



Position Description

TITLE: PRESIDENT-ELECT DIRECTOR
RESPONSIBLE TO: Chapter Members
Chapter President

POSITION SUMMARY:

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

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.
- 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.

AVAILABLE RESOURCES:

Additional information available online at www.shrm.org/vlrc