



## **PRESIDENT-ELECT**

### Position Summary:

Assist the President in overseeing all the activities of the chapter. In the absence of the President, perform all the Presidential responsibilities.

### Responsible To:

- The members of the chapter
- The Chapter President

### Responsibilities:

- Performs all special projects as assigned by the President.
- Upon request, assists all Officers or Directors in performing their responsibilities.
- Attends, participates in, and presides over, if necessary, all monthly Board or Director meetings and chapter meetings.
- Provides updates at monthly Board of Director meetings, chapter meetings and in membership communications, as needed.
- Learns the organization's processes and procedures in preparation to become President (i.e. financial processes, SHAPE requirements, strategy planning, event logistics, roles and responsibilities of the Board, etc.)
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter. Conducts the annual strategic meeting for the Board of Directors to implement during the term of President.
- Represents the chapter in the Human Resources community.