

**LOWER COLUMBIA HUMAN RESOURCES MANAGEMENT ASSOCIATION
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:

- Perform all special projects as assigned by the President (**i.e. Foundation director**)
- 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 strategy planning for the chapter (CAP Goals).
- **Annually plan and schedule topics and speakers for monthly chapter meetings. Make every effort to maintain a rolling calendar so that when one month drops off the 12-month calendar, another speaker is scheduled and added. Prepare and distribute annual speaker schedule to members.**
- **Obtain speaker biographies for marketing purposes and provide information to communications director and chapter president.**
- **Determine speakers' equipment needs (PowerPoint projector, screen, etc.). Arrange for equipment to be delivered to and return from meeting site, as needed.**
- Represent the chapter in the Human Resources community.
- Attend monthly membership and Board of Directors meetings.

Resources Available:

- SHRM supplies the following resources for Chapter Vice-Presidents or Presidents-Elect
 - Chapter Achievement Plan
 - Chapter Best Practices
 - Chapter Financial Support Program
 - Chapter Position Descriptions
 - Guide to Chapter Financial Management
 - Member Madness Program
 - SHRM-Approved Graphics
 - SHRM Leaders Guide
 - SHRM Strategic Planning Toolkit
 - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/chaphelp.asp>