



## **PRESIDENT-ELECT**

### **Job Description**

#### **Function**

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Assists the President in overseeing all the activities of the chapter. In the absence of the President, performs all the Presidential responsibilities.

#### **General**

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- Must be a qualified regular member of CCHRA in good standing at the time of nomination or appointment.
- Must remain a current member in good standing of CCHRA through the end of the term of office.
- Must be a member of SHRM, or apply for SHRM membership within 90 days of nomination or appointment.
- Must remain a current member in good standing of SHRM through the end of the term of office.
- Must attend a minimum of 75% of Board meetings.
- Must attend a minimum of 67% of CCHRA events.

#### **Key Responsibilities**

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- Perform special projects as assigned by the President.
- Upon request, assist all officers in performing their responsibilities.
- Attend (and preside over, if necessary in the absence of the President) monthly board and membership meetings.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the Chapter in the Human Resources community.
- Provide, by example and leadership, motivation and direction to all directors, officers, committee and general members.
- Collaborate with the President to coordinate the Board/Advisory Board Strategic Retreat.
- Sits on Nominating Committee with President for Selection of new Board members.