



## Chapter President-Elect Job Description

### **Position Summary:**

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

### **Qualifications:**

Must be an active Chapter member for one + (1+) years.

### **Responsible to:**

- The members of the Chapter
- The Chapter President

### **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.