



PRESIDENT-ELECT

Position Summary

The President-Elect is responsible for assisting the President with overseeing the activities of the chapter. In the absence of the President, the President-Elect shall assume and perform all Presidential responsibilities.

The President-Elect serves three (3) one-year terms (President-Elect, then President, then Past President).

Responsible to:

- The members of the chapter
- The chapter President

Responsibilities:

- Serves on the Executive Committee for the chapter, which consists of the President, President-Elect, Past President and Treasurer.
- Works in partnership with Board members to advance the mission and strategic goals of the chapter.
- Responsible for leading and coordinating all activities related to the Stepping Stones to Enhanced Leadership development program.
- Ensures that the Succession Planning website page remains updated for ongoing solicitation of committee volunteerism.
- Attends all chapter Board of Directors meetings. Presides over meetings in absence of the President.
- Attends the annual conference, chapter membership meetings and other chapter events.
- In collaboration with the Executive Committee members, ensures that Austin SHRM bylaws, statement of ethics and conflict of interest agreements remain current.
- Understands and interprets the chapter budget.
- Performs all special projects and assignments as directed by the President.
- Communicates with members, allied organizations and other SHRM chapters or affiliates when needed or requested by the President.
- Serves as liaison to all Board members.
- Actively engages with the Human Resources community to increase membership participation.
- Positively represents the chapter in the Human Resources community.

- Assumes other duties as required or directed by the President.

Requirements:

Must be a SHRM National and Chapter member in good standing.