

President-Elect

Position Overview:

Assist the President in overseeing all the activities of the chapter. In the absence of the President, perform all the Presidential responsibilities. Promotes volunteerism to involve the chapter in the local community activities, thus providing visibility to the chapter and the Human Resources profession. It is recommended that the President-Elect is a SHRM member in good standing and SHRM certification is preferred.

Term:

The President-Elect has a one-year term and moves into the position of President the next year, and Past-President the following year.

Key Responsibilities:

- Required attendance (and preside over, if necessary) at all monthly membership and board meetings.
- Organize salary and benefit survey and provide results (salary survey is administered every-other year).
- Prepare for and set up a strategic planning session by end of December; conduct the meeting, set goals and budget and prepare information for the first SESHRM meeting in January, usually a ½ day session.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Prepare for the annual SHRM Foundation informational meeting by developing a program, providing information and coordinating a fund-raising activity. Inform the Chapter, at least quarterly, about local and national Foundation initiatives and events by posting articles to the website and/or the SESHRM newsletter.
- Organize fundraisers and volunteerism. Network with representatives from local agencies, to keep informed of volunteer opportunities.
- Coordinate information/materials from outside agencies.
- Organize chapter socials for networking opportunities for the members.
- Upon request, assist board members with their responsibilities and complete other assignments as requested by the President.
- Work with Technology Director to maintain website content relative to the position.
- Attend the SD/ND Leadership Conference in October.
- Attend the Leadership Conference in Washington, D.C., in November.
- Attend State Council Meetings if the President is unable to attend the scheduled meeting.
- Represent the chapter in the Human Resources community.