



## Position Description

### **PRESIDENT-ELECT**

#### **SUMMARY OF RESPONSIBILITIES:**

Assist the president in overseeing all activities of the chapter. Responsible for planning all monthly chapter meetings; arrange location, meal and speaker. Presides over meetings in the absence of the President and serves on any EHRA or community committee as directed by the President.

#### **TIME COMMITMENT:**

Attend monthly board and chapter meetings (four hours per month). Attend SHRM Leadership Conference (3 days). Plan monthly chapter meetings (four hours per presentation); time commitment is heaviest during initial planning stages.

#### **SPECIFIC DUTIES:**

1. Secures speakers for each regular monthly meeting. Coordinates submission of program information to HRCI for pre-approval of recertification credit hours.
2. Evaluates monthly presentations and report results to the Board.
3. Sends thank you letters to speakers.
4. Surveys membership to solicit types of programs desired.
5. Communicates program arrangements and information to Communications Director in a timely manner for inclusion in the Chapter Connection Newsletter.
6. Communicates program arrangements and information to Web Coordinator in a timely manner to initiate registration.
7. Presides over Board and Chapter meetings in the absence of the President.
8. Represents EHRA at any community function or serve on any EHRA committee as directed by the President.
9. Attend SHRM Leadership Conference in November preceding term of office; EHRA pays for conference registration, airfare, lodging and meal expenses.
10. Maintain current active SHRM membership for entire term of office; if requested EHRA will pay for annual SHRM membership in lieu of registration at IN State Conference or Local Conference as a benefit for serving on the board.
11. Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
12. Attends all board and chapter meetings.
13. Represents the chapter in the human resources community.