

## **PRESIDENT-ELECT**

### **Function**

Assist the President in overseeing all the activities of the chapter. In the absence of the President, perform all the Presidential responsibilities. Create and implement a STP/ATP initiative for the Chapter.

### **Responsibilities**

1. Perform all special projects as assigned by the President.
2. Upon request, support all officers in performing their responsibilities.
3. Attend (and preside over, if necessary) all monthly Chapter membership and Board of Directors meetings.
4. Support the Indiana State Council of SHRM by attending quarterly State Council meetings and providing a monthly report of State Council activities to the EIHRA Board and membership in the President's absence.
5. Support SHRM's mission to serve the HR professional (STP) and advance the HR profession (ATP) by creating, implementing, and monitoring a STP/ATP initiative for the Chapter.
6. Support Membership Director in promoting SHRM membership within the Chapter, and recruiting SHRM at-large members to join the EIHRA.
7. Coordinate, in cooperation with the Wayne County Foundation and Indiana University East, the EIHRA Scholarship awards.
8. Serve on various Chapter event committees, as needed.
9. Attend 75% of Chapter and Board of Directors meetings.
10. Provide a monthly report to be included in the packet sent to all board members in preparation for the monthly board of directors meetings.
11. Participate in the development of short-term and long-term strategic planning for the chapter.
12. Represent the chapter in the Human Resources community.
13. Complete other assignments as requested by the President or the Board of Directors.

### **Requirements**

Current Board Member that has served at least 1 year  
Chapter member in good standing.  
Maintain a current, active SHRM membership.

### **Term**

One year

7-14-03; 01-01-04

Revised 02-01-05; 01/2009