

## **President Elect**

### **Position Summary:**

The job of the President Elect is to assist the President in overseeing chapter activities. The President Elect performs the duties of the President during the President's absence. This position also serves as a training ground for the President Elect to gain a thorough understanding of the chapter in preparation for his/her year as President.

### **Responsible To:**

Members of the chapter  
Chapter President

### **Responsibilities:**

- Preparing for the presidency by gaining a thorough understanding of the chapter's operations, finances, and SHRM affiliate relationship. Also gains thorough understanding of Board positions and their roles.
- Attending all board meetings and participating in the chapter events.
- Attending State Council meetings as a non-voting participant to understand San Antonio SHRM's role at the state level.
- Filling in for the President as necessary.
- Reviewing and maintaining San Antonio SHRM Board and Chair position descriptions.
- Networking and engaging San Antonio SHRM members in order to develop slate of candidates for board elections.
- Planning and coordinating board transition meeting at year-end, as well as strategic planning session and/or other gatherings which will help prepare his/her Board for the following year.
- Leading or assisting in special projects as requested by the President.
- Representing the chapter in the HR community.