



President-Elect Position Description

Summary:

- Assist the president in overseeing all the activities of the chapter. In the absence of the president, perform all the presidential responsibilities.

Reports To/Direct Reports:

- Reports To: President
- Direct Reports: Legislative Committee Chairperson

Term of Office:

- Elected by Greater Pensacola SHRM membership for a 2-year term beginning January 1st and ending December 31st. The President-Elect succeeds to the position of president.

Requirements:

- Must be a SHRM national member in good standing by October 1st prior to taking office and for the entire term of office.
- Must be a GPSHRM member in good standing for the entire term of office.

Responsible To:

- GPSHRM members
- GPSHRM President

Responsibilities:

- Attend (and preside over, if necessary) all monthly membership and board of directors' meetings.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Attend HR Florida State Conference, HR Florida Leadership Conference, and, in the absence of the President, attend HR Florida State Council meetings.
- Participate in activities on behalf of the GPSHRM President and/or membership as requested or required; represent GPSHRM in the human resources community.
- Recruit members to serve on assigned committees.
- Oversee the affairs and activities of assigned committees; ensure programmatic goals are met.
- Assist the President with all required SHRM and HR Florida reporting; ensure reports are submitted timely to continue GPSHRM's designation as a chapter in good standing.
- Perform special projects as assigned by the president.
- Assist other officers in the performance of their responsibilities, upon request.