

## **Position Title: President-Elect**

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### **Position Summary:**

Serve as an appointed/elected member of the Chapter leadership. Assist the president in overseeing all the activities of the Chapter. In the absence of the president, perform all the presidential responsibilities.

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### **Responsible To:**

The members of GMA SHRM  
The Chapter President

### **Position Responsibilities:**

- Learn from and serve as a backup to President.
- Champion succession planning and Chair the Nominations Committee.
- Submit Pinnacle Award nominations.
- Monitor, complete, and submit the Chapter Achievement Plan (CAP).
- Serve as a point of contact for members with careers in transition.

### **General Board Responsibilities:**

- Present regular updates to the Chapter President and Board.
- Participate in the development and implementation of short-term and long-term strategy planning for the Chapter.
- Represent the Chapter in the human resources community.
- Attend all GMA SHRM Board meetings.
- Respond to any other requirements of the Chapter President.
- Maintain SHRM membership for term of office.

**Last Updated: 3/19/2008**