



**Human Resources Association
of Greater Detroit**

PRESIDENT-ELECT

Position Summary:

Assist the President in overseeing all the activities of the chapter. In the absence of the President, perform all the Presidential responsibilities.

Responsible To:

The members of the chapter
The Chapter President

Responsibilities:

- Perform all special projects as assigned by the President.
- Upon request, assist all officers in performing their responsibilities. Attend committee meetings in order to learn the various committee functions and become familiar with HRAGD volunteers.
- Attend (and preside over, if necessary) all monthly chapter and Board of Directors' meetings.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Review and approve requests to purchase HRAGD membership mailing labels.
- Complete and submit the annual Chapter Achievement Plan (CAP) by the due date. Prepare SHRM Merit Award Application.
- Chair Nominating Committee for HRAGD Board of Directors.
- Obtain plaque/gift for outgoing President. Present at the annual meeting in May.
- Represent the chapter in the Human Resources community.
- Attend State Leadership Conference.
- Attend Annual SHRM Conference.
- Attend National Leadership Conference.

Resources Available:

- SHRM supplies the following resources for Chapter Vice-Presidents or Presidents-Elect
 - Chapter Achievement Plan
 - Chapter Best Practices
 - Chapter Financial Support Program
 - Chapter Position Descriptions
 - Guide to Chapter Financial Management
 - Member Madness Program
 - SHRM-Approved Graphics
 - SHRM Leaders Guide
 - SHRM Strategic Planning Toolkit
 - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>