

Chapter 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.

Responsible To:

- **The members of the chapter**
- **The chapter president**

Responsibilities:

1. **Perform all special projects as assigned by the president.**
2. **Upon request, assist all officers in performing their responsibilities.**
3. **Attend (and preside over, if necessary) all monthly membership and board of directors meetings.**
4. **Participate in the development and implementation of short-term and long-term strategic planning for the chapter.**
5. **Represent the chapter in the human resources community.**