

# Chapter President-Elect Position Summary

## 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:

- Perform all special projects as assigned by the president.
- Upon request, assist all officers in performing their 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.
- Represent the chapter in the human resources community.