



## **VOLUNTEER POSITION DESCRIPTION**

### **President-Elect**

The president-elected is elected by the membership to serve a one-year term as President Elect and then moves to President the next year, voluntarily entered into each year. He or she serves as a member of the Executive Committee and provides leadership assistance to the local chapter consistent with state, area and national Society for Human Resource Management (SHRM) policies, strategies and objectives. The president-elect works closely with the president to learn how to operate the chapter effectively so that the needs of the members are met. He or she performs other duties as required by the local chapter's bylaws.

#### **RESPONSIBLE TO**

The members of the BV-SHRM  
The President of BV-SHRM  
The Executive Committee of BV-SHRM

#### **RESPONSIBILITIES**

- Maintains a current active SHRM membership.
- Serves as BV-SHRM leader in the absence of the president (see president volunteer description).
- Encourages membership participation in community activities.
- Actively promotes BV-SHRM in the community and seek opportunities for BV-SHRM to participate in community activities.

#### **SHRM District 3 Texas State Council Affiliation**

- Attends quarterly Area IV, Texas State Council meetings, budget permitting. Actively participates in Texas State Council matters.
- Represents the Texas State Council to local chapter leaders and the membership.
- Communicates state and area goals, policies and programs to chapter members.

#### **REQUIREMENTS**

- Ability to attend majority of monthly membership meetings.
- Ability to attend majority of monthly Executive Board meetings.
- Able to attend Texas State Council meetings held in various Texas locations (generally one week day and one weekend day per quarter.) Minimally, be able to attend at Texas State Council Leadership meeting during the first quarter if unable to attend other quarterly meetings.
- Able to serve a following one-year term as president.
- Should have a belief in the value of SHRM national membership and willingness to promote SHRM affiliation.

#### **SKILLS AND ABILITIES**

- Be comfortable speaking in front of groups.
- Must be able to chair Executive Board Meetings.
- Should have good organizational skills, written and verbal communication skills and team building abilities.
- Must have the ability to work with a diverse group of volunteers to build chapter volunteer

participation.

- Basic computer knowledge, including use of email, word processing and spreadsheets is helpful.
- An understanding of basic budget and financial concepts is helpful.

#### **ESTIMATION OF VOLUNTEER HOURS**

- 5.5 hours per month
  - 2.0 hours for monthly BV-SHRM luncheon.
  - 1.5 hour for monthly executive board meeting.
  - 2.0 hours for emails, discussions, correspondence on BV-SHRM business.
- 2 days quarterly to attend Texas State Council Meeting. The meetings are generally on a Friday and Saturday at various locations in Texas. BV-SHRM pays for travel expenses.
- 3 days during November prior to becoming President to attend National Leadership Conference in Washington, DC. BV-SHRM, Texas State Council and SHRM pay for all travel expenses and cost of conference.
- ½ Day Executive Committee Planning Session in January annually.